NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P09-A13-AIX-SUM
Military Personnel In-Processing (INPROC)
Software User Manual (SUM)
01 December 1999

This updated manual--

? Replaces all previous versions of Software User Manual (SUM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.

? Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".

? Provides information needed to use the system effectively.

? Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.

? Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the INPROC SUM.

? Be advised that changes are subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to the menu numbers in Figure 3.4-1, INPROC Hierarchy Diagram.

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TABLE OF FIGURES

1   SCOPE

1.1   IDENTIFICATION.

The following is a full identification of the Military Personnel In-Processing (INPROC):

a.   Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P09.

b.   System Identification Code (SIC) identifies the software tool methodology that the application is developed: A13.

c.   Title and Abbreviation: Military Personnel In-Processing (INPROC)

d.   Previously fielded Release/Version Number: 08.04/08.00.

e.   Software Change Package (SCP) Release/Version number being developed/fielded: P09-A13-09-00.

1.2   SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

INPROC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Data Base (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

?   Application-specific support to meet the information needs of installation functional activities and tenant units;

?   Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

?   Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the INPROC ISM is to ensure that soldiers are ready for deployment and that they meet all soldier readiness personnel processing requirements. In support of this, INPROC is an automated computer system designed to assist in-processing clerks in processing army soldiers and their families upon arrival at an installation. Benefits expected from its use include elimination of multiple data entry and redundant record keeping, data validation, ensuring that data entry requirements are completed in full, and providing uniformity to the process at all installations.

1.2.1 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

> a. <u>ISM Functional Proponent</u>. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (DISC[4]).
>
> b. <u>Application Sponsor</u>. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).
>
> c. <u>ISM/MISM FP</u>. The ISM/MISM FP is the Director of Information Systems for Command, Control, Communications, and Computers (DISC[4]).
>
> d. <u>Assigned Responsible Agency (ARA)</u>. The ARA for technical development, testing, fielding, and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).
>
> e. <u>Point of Contact</u>.
>
> | | |
> |---|---|
> | Organization: | U.S. Army Information Systems Software Center (USAISSC) ATTN: AMSEL-IES, Stop H-6, 6000, 6th St., Suite S122A, Ft. Belvoir, VA 22060-5576 |
> | Point of Contact: | Joanne Pinheiro |
> | Commercial Phone: | (703) 806-4244 |
> | DSN: | 365-4244 |

1.3 DOCUMENT OVERVIEW.

The purpose of this INPROC SUM for AISM 25-P09-A13-AIX-SUM is to provide the software user with the information necessary to use the system effectively. This manual also provides instructions on how to operate a Personal Computer workstation. For information about functional and system administration, refer to U.S. Army, AISM 25-P09-A13-AIX-SCOM, *INPROC Software Center Operator Manual (SCOM)*.

1.3.1 Security.

INPROC does not store or process classified data. INPROC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, *Information Systems Security (ISS)*, 01 May 1996. This data is For Official Use Only (FOUO), and prohibits unauthorized disclosure.

> a. <u>Authorization</u>. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to INPROC.
>
> b. <u>Disclosure</u>. You must not disclose any personal information contained in INPROC except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using INPROC.

The following guidance helps users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view INPROC data. The System Administrator (SA) administrates the system access using a combination of login name,

password, and access permissions. Only people, to whom login names and passwords were specifically assigned by the SA, shall use them.

a.   Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

b.   Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2   Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

a.   Documents. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

b.   Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3   Documentation Conventions.

1.3.3.1   Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
"message"	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4   Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4-1 shows the hierarchy of all INPROC menu items. Use this hierarchy of menu item numbers to specify the *menu path.* The menu path for Add/Change INPROC User is as follows:

```
Master Menu
 + – – 7. INPROC Initialization/Administration Menu
 ¦      + – – 1. Security Administration Menu
 ¦      ¦       + – – 1. Add/Change INPROC User
```

Use Procedure 7,1,1 (Add/Change INPROC User) means to select each menu in order, starting from the Master Menu. Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2   REFERENCED DOCUMENTS

2.1   PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SUM.

  a.   Project Request.

   (1)   U.S. Army AIS Manual 25-P09-A13-OSE-FD, "INPROC Functional Description (FD)", 12 November 1993, UNCLAS.

   (2)   U.S. Army, AR 25-400-2, "The Modern Army Record-keeping System (MARKS)", UNCLAS.

   (3)   U.S. Army, DA PAM 600-8, "Military Personnel Management", UNCLAS.

   (4)   U.S. Army, DA PAM 600-8-1, "Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures", UNCLAS.

   (5)   U.S. Army, DA PAM 600-8-2, "SIDPERS Personnel Service Center Level Procedures", UNCLAS.

   (6)   U.S. Army, AR 600-8-101, "Personnel Processing (In, Out, and Mobilization Processing", 26 February 1993, UNCLAS.

   (7)   U.S. Army, DA PAM 608-33, Servicemen's Group Life Insurance (SGLI), UNCLAS

  b.   Hardware Documentation.

   (1)   IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

   (2)   IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

   (3)   IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

   (4)   IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

  c.   Software Documentation.

   (1)   MS-DOS User's Guide and Reference, Version 5.0/6.22.

   (2)   AIX Version 4.2 Quick Installation and Startup Guide.

   (3)   AIX Version 4.2 Installation Guide - Part No.SC23-2341.

   (4)   AIX Version 4 2 Getting Started - Part No.GC23-2521.

   (5)   AIX Version 4.2 System User's Guide: Operating System and Devices.

   (6)   AIX Version 4.2 System Management Guide: Operating System and Devices.

   (7)   AIX Version 4.2 Network Installation Management Guide and Reference.

   (8)   AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

(9)   Oracle7^{TM} for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

(10)   Oracle7^{TM} SQL*Plus User's Guide and Reference, Version 3.1

(11)   Oracle7^{TM} Server SQL Language Reference Manual, Part Number 778-70-1292.

(12)   "A Technical Introduction to the Oracle Server" in the "Oracle7 Server Concepts Manual".

2.2   TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3   SOFTWARE SUMMARY

3.1   SOFTWARE APPLICATION.

This section summarizes INPROC, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

INPROC is a multi-user, interactive, menu-driven data base system used by authorized military personnel to collect and store information required for effective administration of In-processing scheduling. The INPROC is designed to assist in-processing clerks in processing army soldiers and their families upon arrival at an installation. Benefits expected from its use include elimination of multiple data entry and redundant record keeping, data validation, ensuring that data entry requirements are completed in full, and providing uniformity to the process at all installations.

This ISM shares timely and accurate information with the Installation Level Integrated Database (ILIDB) - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through INPROC. Information needed for INPROC, which is not part of ILIDB, is manually entered.

INPROC has the capability to prepare eight SIDPERS transactions. Future interfaces with other databases such as Housing Office Management System (HOMES), Defense Enrollment Eligibility Reporting System (DEERS), Real-time Automated Personnel Identification Dissemination System (RAPIDS), and Installation The Army Authorization Document System (ITAADS), when implemented, will further minimize the percentage of the database populated by manual methods.

3.2   SOFTWARE INVENTORY.

The names, types, and descriptions of the INPROC programs (software units) are listed in Table 3.2.1 below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Structured Query Language (SQL) programs (without ETI), and C for C programs (without ESQL). See Figure 3.4-1, INPROC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. INPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & inprc_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
SH_ckdest.sh	S	install_prg	Checks the destination files in each roster ID directory
SH_dirname_sh	S	install_prg	Puts all directory names in the roster directory into a file
Stdprofile.sh	S	install_prg	Prompts user to select Terminal type on login
SH_Iasagf.sh	S	install_prg	Alter SQL/GRANT/ALTER files
SH_Icheck.sh	S	install_prg	Check if user is logged in as Root
SH_Ickinfo.sh	S	install_prg	Checks if correct password was entered

Table 3.2.1. INPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
SH_Iead.sh	S	install_prg	Exports database backup
SH_Iia.sh	S	install_prg	Function does main work of installing the ISM
SH_Ilad.sh	S	install_prg	Loads application database
SH_Irad.sh	S	install_prg	Installs variables
SH_Isiv.sh	S	install_prg	(Not used)
SH_Isrdv.sh	S	install_prg	(Not used)
SH_getdbs.sh	S	install_prg	Gets database spaces available
SH_st_user.sh	S	install_prg	Runs start user program
ST_USER	S	inproc_prg	Adds and deletes user from ISM
S_dummy.sh	S	install_prg	Empty file used as an IF condition branch
S_ldqtape.sh	S	install_prg	Tars transferred Rosters to tape
S_Tcraprcs.sh	S	extcom_prg	Dump database to dbdump dir
S_Tcrcdhqd.sh	S	extcom_prg	Dump database to hqdump dir
S_maintros.sh	S	install_prg	Executes tp
S_remfiles.sh	S	install_prg	Removes all roster Ids in the in_ruu [pid] file
S_weconmfr.sh	S	install_prg	Executes fp_connect
adhoc_prg	E	inprc_prg	Ad Hoc Query Main Menu
adm_rep	E	adm_rep_prg	Run various In- processing reports
admin_prg	E	inprc_prg	Ad hoc query administration menu
alter_locks	S	install_prg	Sets the database tables to lock mode row
ecps_prg	E	inprc_prg	Problem Reports/ECP-S Submission
findilidb.sh	S	install_prg	Gives ILIDB location
inprc_prg	E	.setupISM	Master Menu, Peacetime Menu
install_prg	E	ism_admin_prg	Setup ISM and Database
maint_rost_prg	E	inprc_prg	Work center roster schedule
receive_prg	E	inprc_prg	Receive records menu
schedule	E	schedule_prg	Schedules appointments
start_user.sh	S	outproc_prg	Run start_user program
wc_admin	E	wc_admin_prg	To update completion status
wc_inproc	E	wc_inproc_prg	To view or reschedule work center appointments

Table 3.2.1. INPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
welc_cen	E	welc_cen_prg	Process incoming soldiers and schedule work center appointments and deletes appointments by work center or individual.

3.2.1   Information Inventory.

3.2.2   Resource Inventory.

Since the software units in the INPROC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the INPROC ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of INPROC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the INPROC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The INPROC database contains much of the information referenced, created and updated by the INPROC ISM. INPROC requires this in order to operate. The ILIDB contains information that is referenced by the INPROC ISM. INPROC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1   DBMS Files.

The database tables referenced or updated by INPROC are listed in Table 3.2.2 in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. INPROC Database Tables			
Database	**Table**	**Database**	**Table**
inprc	adhoc_svdet	inprc	adhoc_svqry
inprc	adhoc_tbl	inprc	auth_tbl
inprc	country	inprc	ecps_tbl
inprc	enrostered	inprc	exclude_units
inprc	ind_rmks	inprc	inproc
inprc	ind_questions	inprc	max_id
inprc	menu_tbl	inprc	printer
inprc	printer-default	inprc	prison_tbl

Table 3.2.2. INPROC Database Tables			
Database	**Table**	**Database**	**Table**
inprc	remarks	inprc	roster_appt
inprc	rosters	inprc	sysmenuitems
inprc	security	inprc	wc_permissions
inprc	sysmenus		

The tables in ILIDB that are referenced by INPROC are listed in Table 3.2.3. You can find details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	civilian	ilidb	cmd_cd_lookup
ilidb	cmsnd_occ_spec	ilidb	cmsnd_off
ilidb	co_aoc_lookup	ilidb	co_aoc_master
ilidb	enl_mos_lookup	ilidb	enl_mos_master
ilidb	enl_occ_spec	ilidb	enlisted
ilidb	ind_address	ilidb	ind_appt
ilidb	ind_assoc	ilidb	ind_assoc_addr
ilidb	ind_phone	ilidb	individual
ilidb	mil_pers	ilidb	mil_pers_asg
ilidb	mil_sfpa	ilidb	pers_test
ilidb	unit	ilidb	unit_auth_str
ilidb	unit_phone	ilidb	warr_off
ilidb	wo_mos_lookup	ilidb	wo_mos_master
ilidb	wo_occ_spec	ilidb	workcntr_appt
ilidb	workcntr_doc	ilidb	workcntr_gen_inf
ilidb	workcntr_quest	ilidb	workcntr_skel

3.2.2.2   Permanent Files.

There are more than 1000 permanent files in the INPROC run-time module. The names and locations of the permanent files referenced created, or updated by INPROC are included in the INPROC Software Product Specifications (SPS) manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the INPROC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable "shell" commands
sql	SQL statements

The files contained in the "inprc.exp" subdirectory are not needed at run time. They contain an export of the INPROC database that is used optionally to load the database during INPROC installation. The "inprc.sql" file contains an SQL script that may be read by the "dbimport" command.

3.2.3 Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "inprc" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The INPROC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific.

To successfully execute INPROC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the INPROC application.

3.3.1 Hardware Required.

Hardware configurations required to support INPROC include:

        a.   <u>Computer</u>. IBM RISC 6000 System - Model 7012-300 series.

        b.   <u>Local Computer Workstation</u>. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

        c.   <u>Printers</u>. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required.

The software required, to run INPROC ISM, includes:

        a.   <u>Operating System (OS)</u>. AIX OS Version 4.2 Installation Guide. The operating system

supervises the work of the computer and provides software utilities.

b.   <u>RDBMS</u>. ANSI SQL-compliant relational database management system (such as Oracle7^{TM} for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

c.   <u>ISM Application</u>. This is the INPROC application software and is used in host mode.

d.   <u>Local Operating System</u>. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.

e.   <u>Local Communication Software</u>. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

f.   Database/Data Bank Characteristics.

INPROC is designed using a RDBMS that will:

a.   Allow installation-unique tables and attributes.

b.   Provide integration with other portions of the installation, central data repository previously developed.

c.   Use data elements standardized IAW AR 25-9.

The data elements used for INPROC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for INPROC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained, in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Data Base Design Description (DBDD) Manual.

3.3.3 Major Application Components.

INPROC contains the following major components:

a.   <u>Communication Paths and Techniques</u>. The ITP structure, which consists of the following, supports ISM communications:

     (1)   Host computers located at the Installation sites.

     (2)   Communications hardware and software to support local and long -haul connectivity.

     (3)   User workstations located at Army installations.

     (4)   Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

     The host computers at the ANSOC provide ISM application processing and ISM

application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

INPROC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

> <u>Settings</u>:
> Terminal Type   : VT100
> Duplex   : FULL
> Line Wrap   : OFF
> Scroll   : ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

> Port   : COM1*
> Baud rate   : 2400*
> Parity   : SPACE*
> Data Bits   : 7
> Stop Bits   : 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use

with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings. The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

myname=myname	# PC's LAN name; unique to LAN
myip=192.108.181.200	# PC IP address; unique to LAN
name=default	
keymap= "VTPC-C.tbl"	# sets default keymap
name=ISMHOST	# ISM host's LAN name
hostip=192.108.181.72	# ISM host's IP address

Additional pairs of lines like the last two may follow to indicate the LAN names and IP

addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument. Digital cellular communication is used where data links are critical.

b. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

c. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

d. Better Utilization of Staff. Administrative burdens are reduced by automating data-collection and report-generating functions. In some instances, manual tasks are eliminated, entirely.

e. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

f. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

g. Graphics. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.4 System Interfaces.

INPROC application will directly interface with the ILIDB, STAMIS, ISM, and other stovepipe systems such as Standard Installation/Division Personnel System (SIDPERS). These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used. Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both. The INPROC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to INPROC data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

INPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Data Base Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the Oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise INPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way. Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. INPROC is written in written in C. Refer to Section 3.2, Software Inventory, for details. The INPROC programs communicate by shared access to the "inprc" database. The database tables accessible by INPROC are listed in Section 3.2.2.1. INPROC also references various tables in the ILIDB. The INPROC Data Base Design Specification (DBDD) manual (AISM 25-P09-A13-AIX-DBDD) contains more details about the database. *Figure 3.4-1* is a directory of the menus and screens available to the INPROC user.

<u>Menu Name or Screen</u>

```
Master Menu
+ – – 1.  Peacetime Menu
¦        + – – 1.  Initial Entry on Active Duty (Reception Battalion)
¦        + – – 2.  PCS Menu (Normal)
¦        ¦        + – – 1.  Welcome Center Menu
¦        ¦        ¦        + – – 1.  Welcome Station
¦        ¦        ¦        + – – 2.  Current Residence Address
¦        ¦        ¦        + – – 3.  Add/Change Accompanying Family Members
¦        ¦        ¦        + – – 4.  Work Center Questionnaire
¦        ¦        ¦        + – – 5.  Work Center Appointment Scheduling
¦        ¦        ¦        + – – 6.  Delete Appointments Menu
¦        ¦        ¦        ¦        + – – 1.  Delete Appointments by Work Center
¦        ¦        ¦        ¦        + – – 2.  Delete Appointments by Individual
¦        ¦        ¦        ¦
¦        ¦        ¦        + – – 7.  Print Personnel In-Processing Record
¦        ¦        ¦        + – – 8.  Completion Status Update
¦        ¦        ¦        + – – 9.  Remove In-Processing Records Menu
¦        ¦        ¦                 + – – 1.  Remove Individual Soldier's Inproc Records
¦        ¦        ¦                 + – – 2.  Remove Multiple Soldiers' Inproc Records
¦        ¦        ¦
¦        ¦        + – – 2.  SGLI/DD-93 Processing Menu
¦        ¦        ¦        + – – 1.  Address Maintenance
¦        ¦        ¦        + – – 2.  SGLV-8286 Processing
¦        ¦        ¦        + – – 3.  DD-93 Processing (Comprehensive)
¦        ¦        ¦        + – – 4.  DD-93 Processing (Associated Persons)
¦        ¦        ¦        + – – 5.  Print SGLV-8286/DD-93
¦        ¦        ¦                 + – – 1.  Print SGLV-8286
¦        ¦        ¦                 + – – 2.  Print DD-93
¦        ¦        ¦                 + – – 3.  Print SGLV-8286/DD-93 Worksheet by SSN
¦        ¦        ¦                 + – – 4.  Print SGLV-8286/DD-93 Worksheet by Unit
¦        ¦        ¦                 + – – 5.  Print SGLV-8285
¦        ¦        ¦                 + – – 6.  Load Laser Fonts
¦        ¦        ¦
¦        ¦        + – – 3.  SIDPERS Transaction Menu
¦        ¦        ¦        + – – 1.  Add a Soldier to Database (Arrival Transaction)
¦        ¦        ¦        + – – 2.  Depart a Soldier (Departure Transaction)
¦        ¦        ¦        + – – 3.  Revoke an Arrival Transaction
¦        ¦        ¦        + – – 4.  Revoke a Departure Transaction
¦        ¦        ¦        + – – 5.  Create TDR "N" Transaction
¦        ¦        ¦        + – – 6.  Create "NX" Transaction
¦        ¦        ¦        + – – 7.  Create "SEP" Transaction
¦        ¦        ¦        + – – 8.  Transaction Maintenance Menu
¦        ¦        ¦                 + – – 1.  View/Print SIDPERS Transaction Menu
¦        ¦        ¦                 + – – 2.  Delete SIDPERS Transaction Menu
¦        ¦        ¦                 + – – 3.  Free-Form
¦        ¦        ¦                 + – – 4.  SIDPERS Upload Transaction Menu
¦        ¦        ¦                          + – – 1.  Create Upload Transaction File Tape
¦        ¦        ¦                          + – – 2.  Send Upload Transaction File Electronic
¦        ¦        ¦
¦        ¦        + – – 4.  Administrative Report Menu
¦        ¦        ¦        + – – 1.  Pending Gains Report
¦        ¦        ¦        + – – 2.  Recent Arrival Report
¦        ¦        ¦        + – – 3.  In-Processing Personnel Report by Unit
¦        ¦        ¦        + – – 4.  In-Processing Statistics Report
¦        ¦        ¦
¦        ¦        + – – 5.  Unit Sets In-Processing Menu
¦        ¦        ¦        + – – 1.  Create/Maintain Roster
```

```
¦      ¦      ¦      ¦      + – – 1. Add Individual
```

Figure 3.4-1. INPROC Hierarchy Diagram

```
Menu Name or Screen
M       1       2       5       1
¦       ¦       ¦       ¦       + – – 2 .  Remove Individuals
¦       ¦       ¦       ¦       + – – 3.  Detach Individuals
¦       ¦       ¦       ¦       + – – 4.  Add/Delete by Unit
¦       ¦       ¦       ¦       + – – 5.  Add from Recent Incoming Soldiers
¦       ¦       ¦       ¦       + – – 6.  View/Print Roster
¦       ¦       ¦       ¦
¦       ¦       ¦       + – – 2. Add/Change Work Center for Roster Schedule
¦       ¦       ¦       + – – 3. Delete Work Center from Roster Schedule
¦       ¦       ¦       + – – 4. Work Center Roster Completion
¦       ¦       ¦       + – – 5. Work Center Roster Completion Report
¦       ¦       ¦       + – – 6. Print Individual Completion Report
¦       ¦       ¦       + – – 7. Print DD-93/SGLI-8286 Work Sheet by Roster
¦       ¦       ¦
¦       ¦       + – – 6. Work Center In-Processing Menu
¦       ¦       ¦       + – – 1. Work Center Completion Status
¦       ¦       ¦       + – – 2. View/Print Appointment Schedule
¦       ¦       ¦       + – – 3. Reschedule Appointment
¦       ¦       ¦       + – – 4. Delete Appointments Menu
¦       ¦       ¦       ¦      + – – 1. Delete Appointments by Work Center
¦       ¦       ¦       ¦      + – – 2. Delete Appointments by Individual
¦       ¦       ¦       ¦
¦       ¦       ¦       + – – 5. View/Print Roster
¦       ¦       ¦       + – – 6. Work Center Roster Completion
¦       ¦       ¦       + – – 7. Work Center Roster Completion Report
¦       ¦       ¦       + – – 8. Multi-Soldier Clearance
¦       ¦       ¦
¦       ¦       + – – 7. Work Center Administration Menu
¦       ¦       ¦       + – – 1. Add/Change Work Center
¦       ¦       ¦       + – – 2. Delete Work Center
¦       ¦       ¦       + – – 3. View/Print Information Report
¦       ¦       ¦       + – – 4. Add/Change Appointment Skeleton Entries
¦       ¦       ¦       + – – 5. Delete Appointment Skeleton Entries
¦       ¦       ¦       + – – 6. Add/Change Appointment Exceptions
¦       ¦       ¦       + – – 7. View/Print Appointment Schedule
¦       ¦       ¦       + – – 8. Work Center Questions
¦       ¦       ¦       ¦      + – – 1. Add/Change Work Center Questions
¦       ¦       ¦       ¦      + – – 2. Delete Work Center Questions
¦       ¦       ¦       ¦
¦       ¦       ¦       + – – 9. Maintain In-Processing Order
¦       ¦       ¦       + – – 10. Maintain Out-Processing Order
¦       ¦       ¦       + – – 11. Adjust Application Schedule Limit
¦       ¦       ¦
¦       ¦       + – – 8. Ad Hoc Query Main Menu
¦       ¦       ¦       + – – 1. Create a Basic Ad Hoc Query
¦       ¦       ¦       + – – 2. Create an Advanced Ad Hoc Query
¦       ¦       ¦       + – – 3. Change a Saved Ad Hoc Query
¦       ¦       ¦       + – – 4. Delete Ad Hoc Queries
¦       ¦       ¦       + – – 5. View/Print Saved Ad Hoc Query Results
¦       ¦       ¦       + – – 6. View Saved Ad Hoc Query Statements
¦       ¦
¦       + – – 3. Mobilization Menu (AC)
¦       + – – 4. Mobilization Menu (NG)
```

```
¦     + – – 5.  Mobilization Menu (USAR)
¦     + – – 6.  Load Laser Fonts
¦
+ – – 2.  Transition to War Menu
+ – – 3.  Wartime Menu
+ – – 4.  Demobilization Menu
```

Figure 3.4-1. INPROC Hierarchy Diagram – *Continued*

<u>Menu Name or Screen</u>

```
M
+ – – 5.  Customer Assistance Menu
¦     + – – 1.  Telephonic
¦     + – – 2.  Message
¦     + – – 3.  Problem Report
¦     ¦     + – – 1.  Add/Change Problem Report/ECP_S
¦     ¦     + – – 2.  View Problem Report/ECP_S
¦     ¦     + – – 3.  Delete Problem Report/ECP_S
¦     ¦     + – – 4.  Submit Problem Report/ECP_S
¦     ¦
¦     + – – 4.  ISM Data Sheet
¦
+ – – 6.  Problem Reports/ECP-S Submission
¦     + – – 1.  Add/Change Problem Report/ECP_S
¦     + – – 2.  View Problem Report/ECP_S
¦     + – – 3.  Delete Problem Report/ECP_S
¦     + – – 4.  Submit Problem Report/ECP_S
¦
+ – – 7.  INPROC Initialization/Admin Menu
¦     + – – 1.  Security Administration Menu
¦     ¦     + – – 1.  Add/Change INPROC User
¦     ¦     + – – 2.  Delete INPROC User
¦     ¦     + – – 3.  Add Alternate Administrator
¦     ¦     + – – 4.  Delete Alternate Administrator
¦     ¦     + – – 5.  Grant Privilege to Change Work Centers
¦     ¦     + – – 6.  Grant Privilege to Add/Delete Work Centers
¦     ¦     + – – 7.  Grant Privilege to In-Process for Work Centers
¦     ¦
¦     + – – 2.  Modify INPROC Data Menu
¦     ¦     + – – 1.  Add/Change Country Code
¦     ¦     + – – 2.  Instructions for In-Processing Record
¦     ¦     + – – 3.  Add/Change In-Processing Record Remarks
¦     ¦     + – – 4.  Delete In-Processing Record Remarks
¦     ¦     + – –  5.  Exclude Ranks: Incoming Roster Selection
¦     ¦
¦     + – – 3.  Setup Installation-Specific Applications Menu
¦     ¦     + – – 1.  Add/Change Menu Entries
¦     ¦     ¦     + – – 1.  Temp Dir Check
¦     ¦     ¦     + – – 2.  Shell
¦     ¦     ¦
¦     ¦     + – – 2.  Delete Menu Entries
¦     ¦           + – – 1.  Temp Dir Check
¦     ¦           + – – 2.  Shell
¦     ¦
¦     + – – 4.  Peripheral Administration Menu
¦     ¦     + – – 1.  Add/Change Application Printers
¦     ¦     + – – 2.  Delete Application Printers
```

```
¦      ¦
¦      + – – 5.  Purge Records Menu
¦      ¦        + – – 1.  Purge Individual Records
¦      ¦        + – – 2.  Purge Roster Records
¦      ¦
¦      + – – 6.  Receive Records Menu
¦      ¦        + – – 1.  Receive from Medium
¦      ¦        + – – 2.  Receive Individuals
¦      ¦        + – – 3.  Receive Rosters
¦      ¦        + – – 4.  Add/Change Receiving List
```

Figure 3.4-1. INPROC Hierarchy Diagram – *Continued*

```
Menu Name or Screen
M       7        6
¦       ¦        + – – 5.  Delete Receiving List
¦       ¦
¦       + – – 7.  Ad Hoc Administration
¦       ¦        + – – 1.  Select Elements to Show
¦       ¦        + – – 2.  Add/Change Element Comments
¦       ¦
¦       + – – 8.  Status on Background Jobs
¦                + – – 1.  View Make UIC List Status
¦                + – – 2.  View Purge/Initialize Appointments Status
¦                + – – 3.  View Make SSN List Status
¦                + – – 4.  View Application Records Purge Status
¦
+ – – 8.  Installation-Specific Applications Menu
¦        + – – 1.  Temp Dir Check
¦        + – – 2.  Shell
¦
+ – – 9.  View Documentation/Regulations Menu
         + – – 1.  View Governing Regulations (Primary)
         + – – 2.  View End User Manual (EM)
         + – – 3.  View Implementation Procedures (IP)
         + – – 4.  View Maintenance Manual (MM)
         + – – 5.  View ISMSIS
         + – – 6.  View Configuration Control Manual (CCM)
         + – – 7.  View Functional Description (FD)
```

Figure 3.4-1. INPROC Hierarchy Diagram – *Continued*

3.4.1   Performance.

Accessing INPROC forms is virtually immediate. Large reports may take several minutes to process, depending on size and complexity of queries. Disturbances in the connections to the system over any telecommunications pathways may reduce the access time for INPROC forms and menus. The INPROC application adheres to the following performance requirements:

a.   Built around a relational database with a query capability to retrieve INPROC data. The processes used to retrieve data are easy to use, menu-driven, and require minimal external user training. Help screens and embedded tutorials are provided to enhance user's confidence and reduce training time.

b. Contains a dictionary of data elements, codes, and values that can be accessed on-line.

c. Distinguishes between different types and levels of users for adequate data integrity and confidentiality. The INPROC is able to restrict access to processes and data, based on the type of user and the access authority granted.

d. Is available to the users 24 hours per day, 7 days per week, except for periods where system maintenance is required. However, system maintenance will be performed during low processing periods, e.g., on weekends.

e. Provides utilization and management statistics to track support module use, number of users having access to the module, storage requirements for applications software, storage requirements for INPROC data, and processing cycles required (average daily, weekly, and monthly).

f. Produces an archival record of application/database changes.

g. Provides information concerning the version in use for configuration management.

h. Provides the ability to do cross-system queries that will allow you to:

? Select and combine information from one or two files,
? Specify the ordering of data in reports,
? Specify exactly how the report is to appear with page headings and footings and column headings,
? Save the specifications that generate each report,
? Save selected query results.

i. User-friendly. Some of the criteria used to determine the degree to which the INPROC is user-friendly are: the system learning curve, how well the user remembers how to use the program, speed of performance, rate of user error, and user satisfaction. The way it optimizes user friendliness is by displaying system data entry screens and menus in a standard format with standard function keys used throughout the system.

j. Restricts access to functions by user name and password.

k. Provides a command line describing actions you can take on a specific screen. For example, <F1> Help. The user interface is sufficiently informative that an experienced user will not have to rely on printed documents, such as user manuals, to execute the normal tasks.

l. Treats all alphabetic entries as the capitalized case; the system is not case sensitive.

m. Allows you to press the <Esc> key before completing any transaction.

n. Verifies data type, values, and ranges for each data field.

o. Provides the option of directing system output to the screen, a printer, or a file.

p. Provides access to an electronic mail system.

q. Designed to allow data retrieval and querying functions to support any required reports.

3.4.2 Accuracy and Validity.

The following items represent the minimum accuracy and validity performance requirements:

a. Accuracy is critical for data elements identifying requisitions/purchase requests, items

ordered, and accounting codes.

b. INPROC completely edits all interactive and batch transactions for valid codes in each data element and is consistent with other data elements in the transaction data in the database. If an error is made in data entry, INPROC will notify you and allow correction of the appropriate fields without forcing the re-keying of every entry. It processes all transactions through all edits and reports all errors.

c. In editing interactive and batch transactions, INPROC employs valid code tables. Changes to the code table are effective in the edits without programmer support.

d. INPROC incorporates transaction logging and error recovery procedures. It will not lose data nor leave incomplete transactions in the database as the result of a system malfunction.

e. INPROC maintains accurate data and produces accurate reports, using all the data in the system. Defining data fields that are selected or combined to produce the desired report is crucial to the success of the application. Calculations involving dollar amounts are accurate to the third decimal place and rounded to the .5 mil rule. Data transmitted to the INPROC are 100% accurate.

f. Final validity of INPROC requires testing in accordance with test bed TB 18-104, *Army Automation - Testing of Computer Software* and the *ISM Configuration Management Plan*.

3.4.3 Timing.

There are three major concerns regarding timing:

a. Availability of updated information from external sources.

b. Availability of information from the installation shared database.

c. Responsiveness of the system to the user.

3.4.4 Availability of External Data.

INPROC is able to receive input data via magnetic media or electronic data transfer, either on-line directly from another system or via modem and download.

a. User Profile Data. Since the primary purpose of INPROC is to reduce the redundant entry of existing data and reduce the probability of errors entering the system, INPROC has user profile data posted to its data files. These data are used to establish authorization for the individual to access the system and are tested against personnel, unit, phone, and address files.

3.4.5 User Responsiveness.

a. Response time from receipt of input data to availability of products. INPROC edits interactive transactions and update tables on-line. Both invalid codes and inconsistent data elements (transaction and resident) are corrected at the time of input. The data will then be immediately available to all processes and sub-processes.

b. Response time to queries and updates.

(1) Queries and updates for data input/update on an individual record will have an immediate response time of not more than one second, ninety percent of the time. This response time is the target for a directly connected device, which are not

confused with communication-related lag times-communication lags attributed to dial-ins, communication controllers, multiplexors (MUXs), concentrators, LANs, etc. This target response time is a database design requirement.

(2)   Queries and updates on multiple records provide adequate response in not more than one second, ninety percent of the time. These transactions take place within an installation, assuming adequate application connectivity is in effect.

3.4.6   Controls.

Through the "INPROC Initialization/Administration Menu", the INPROC Administrator controls which user LOGIN ID's have access to the specific INPROC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for INPROC have established ISM controls to ensure the proper use of the ISM in support of the overall mission. The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5   CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes", and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1   Failure Contingencies.

INPROC requires three types of failure contingency safeguards in the event of user error or hardware/software failure:

?   Back up

?   Fall back

?   Degraded modes of operation

3.5.1.1   Backup.

Back-ups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

a.   Program Back-up. Use this backup to restore the latest version of the ISM application software and is separate from the database.

b.   Data Back-up. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

(1)   Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

(2)   Transaction Log. A record of all completed transactions is automatically written

to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

(3)   Data Base Back-up. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely, destroyed.

c.   Electrical Power Back-up. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a.   Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.

b.   Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and if the system detects that no backup function has been performed during a 24-hour period, then the SA is notified and is told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2   Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a.   Workstation failures. There are two, primary fall back techniques:

(1)   Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

(2)   Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For

example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

b.   <u>Installation Failures</u>. In case the installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3   Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	**Operation**
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2   Restart/Recovery.

a.   <u>General</u>. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the data base is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

b.   <u>Policy</u>. RDBMS transaction logging is automatic and has a default "checkpoint interval" of 20 minutes, which can be changed by the Data Base Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area databases.

c.   <u>Data Recovery</u>. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6   SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-

2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and For Official Use Only (FOUO) information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Military Personnel In- processing application data tables will contain information that must be safeguarded against unauthorized assess. Only users with a valid login ID and PASSWORD may access the INPROC ISM. INPROC SA must grant privileges to a user to access the various options of the ISM.

3.6.1   Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2   Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system, who is not authorized to, either use the system or has a "need to know". The system provides safeguards against these types of "hackers" or "idle curiosity seekers".

3.6.2.1   Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for, the purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2   Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3   Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4   Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5   Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6   Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some

predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7   Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7   ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P09-A13-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN- 879-6798/6858 or on commercial line 1-800-305-3036.

4   ACCESS TO THE SOFTWARE

This section provides the instructions necessary to assist both the first-time and occasional end users of the INPROC ISM application in gaining access to the system. This section also describes how to access the INPROC system reliably without detailed knowledge of the functional capabilities of the application. The symbols shown in Table 4-1 are notational conventions used throughout this manual.

Table 4.1. Notational Conventions	
SYMBOL	**MEANING**
<key>	Press the specified key.
<key1> <key2>	Press and release <key1> then press and release key2.
<key1>/<key2>	Press and hold key1 while pressing key2, then release both.
<F1 FUNCTION>	Denotes a screen-labeled function key and its function.
<message>	Denotes a message displayed on-screen.
{prompt}	Denotes a prompt that requires a response.
"text"	Type the text within the quotes (do not type the " marks).

4.1   FIRST-TIME USER OF THE SOFTWARE.

This section discusses procedures for the first time use of INPROC. Each user must have a USERID and a password to access the INPROC application. The USERID identifies you to the system and the password further verifies the level of access you will have. The SA is responsible for assigning USERID and passwords. After the final workday transaction has been completed, press <F6> until the LOGIN prompt appears and switch off the monitor.

4.1.1   Equipment familiarization.

This section describes how to access INPROC using the 386/486 PC. The following paragraphs describe the specifications/attributes of the equipment supporting INPROC:

    a.   <u>Power and Adjustments</u>.

        (1)   Make sure the PC and monitor are plugged into a power outlet, and that the keyboard is plugged into the PC.

        (2)   First, press the power switch to turn on the PC. Then, press the power switch to turn on the monitor. After boot-up is complete, the operating system prompt will appear.

        (3)   Adjust the angle of the viewing screen by tilting it up, or down or swiveling it left to right. If necessary, adjust the brightness and contrast.

    b.   <u>Cursor</u>. The cursor shows the position where typed-in text will appear on the screen.

        (1)   Four cursor types are available: line or block, blinking or not blinking. Set cursor type using the operating system setup.

        (2)   You can use the <Enter> key, arrow keys, or <Tab> key to position the cursor at the desired data entry point.

c. <u>Keyboard Layout</u>. There are 12 function keys, labeled `<F1>` through `<F12>`, located across the top of the keyboard. INPROC does not support the use of a mouse.

(1) Refer to Section 8, "ISM User Interface Standards", to find out what each function key means when using the software.

(2) Specialized function keys, which may not appear in Section 8, are described throughout Section 5, Processing Reference Guide.

d. <u>Turning Power Off</u>. If you want to turn off the power to the computer, you should first press `<F3>` to save any work in progress, then press `<F6>` until the UNIX login ID appears. When using Telnet or Procomm, there is no need to logout first. However, if you have more than two sessions running at the same time, you should end all sessions before turning off the PC.

4.1.2 Access control.

This paragraph presents an overview of INPROC access and relevant security features.

a. <u>Obtaining a password</u>. The system needs a unique login and password for a user to access. A user must also be granted privileges by the INPROC SA to run the different options of the ISM. The INPROC SA for the installation should be contacted for information relative to access to the INPROC ISM.

b. <u>Password Controlled Functions</u>. The installation INPROC SA should be contacted for information about password controlled functions.

c. <u>Report Security and Privacy Considerations</u>. Data elements identified as protected under the Privacy Act are safeguarded through user access levels.

4.1.3 Installation and Setup.

The U.S. Army, 7th Signal Command, supervises INPROC installation. ANSOC personnel install the application software onto the host computer, and the ANSOC SA administers the system.

The INPROC FA is responsible for initial setup and customization according to requirements of the installation where INPROC is being used. AISM 25-P09-A13-AIX-SIP, INPROC Software Installation Plan (SIP), contains both installation and initial setup instructions.

To be identified as a user or authorized to access or install INPROC software, contact the INPROC FA.

4.2 INITIATING A SESSION.

To successfully access the INPROC host computer, you must first obtain the necessary login name and password from your SA. If your PC has a direct connect to the LAN, then use the procedure to login to the INPROC application.

4.2.1 Beginning INPROC Processing.

After successfully logging-in to INPROC via the ISM computer, you are ready to begin processing. Upon accessing INPROC, a start-up 'warning' screen as shown in Figure 4.2.1 will appear.

```
┌─────────────────────────────────────────────────────────┐
│                        WARNING                          ║│
│                                                         ║│
│   #   #   #  ######  #    #  ###  #    #  #####         ║│
│   # #  #  # # #  #    # ##  #    #  ##  # #   #         │
│   # #  #  #  #   # ###  #    #  ## #  # #             │
│   # # # #  # ###### # # #    #   #  # # # ####         │
│   # #  ####### #    # # #  #    #   # # # # #   #         │
│   # # # #    ## #   #  ##   #   #   ## #   #         │
│  ## ## #   # #    # #    #  ###  #    #  #####         │
│                                                         │
│ You have reached a US Government computer or data base, used solely │
│ by the US Government, its officers, and agents.  It is a violation  │
│ of the Federal Law, to access and use US Government computer resources │
│ without specific authorization.  Each access is subject to recording │
│ and auditing.  Without specific authorization from US Government, you │
│ are an intruder.  Intruders are subject to criminal prosecution, fine, │
│ and/or imprisonment.                                    │
│                                                         │
│      ▐ Press RETURN to continue; F6 = CANCEL to exit ▌   │
│                                                         │
│ ▐HELP▌ ▐PREVPAGE▌▐NEXTPAGE▌ ▐   ▌      ▐   ▌ ▐CANCEL▌ ▐CMD-MENU▌▐CHG-KEYS▌│
└─────────────────────────────────────────────────────────┘
```

Figure 4.2-1. Federal Warning Screen

a.   <u>To continue</u>, press <Enter>. Then, follow the instructions supplied in Section 5, Processing Reference Guide.

b.   <u>To cancel</u> and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer:

    (1)   Press <Alt/X> to exit a Telnet session, or

    (2)   Press <Ctrl/X> twice to exit an ISM dialing session.

4.3 STOPPING AND SUSPENDING WORK.

You can stop work and exit the system at any time, but before exiting, press <F3> to save current information.

a.   <u>To stop or interrupt use of the system</u>, press <F6> to abort system start-up (if the warning screen is still displayed) or to get back to the Master Menu (if the system is already running).

b.   <u>To suspend an operation</u>, refer to the paragraph in this manual describing that specific operation.

5   PROCESSING REFERENCE GUIDE

This section provides detailed descriptions of the functional and technical processing capabilities of the INPROC ISM application.

5.1   CAPABILITIES.

This section describes the capabilities of INPROC and the inter-relationships of its functions, menus, screens, and reports. The paragraph 5.3, below discusses the currently implemented functionality. The remaining functionality will be implemented through the Engineering Change Proposal-Software (ECP-S) process.

5.2   CONVENTIONS.

This section presents the standard conventions used throughout the application.

Menu selection:	Use the arrow keys to position a menu bar and highlight your selection, then press the <Enter> key to select the menu item. Menu items may also be selected by typing the number of your choice and pressing <Enter>.
Menu de-selection:	Press <F6> to move to a previous menu level or to cancel an action. To change a keyed-in menu selection, press the backspace key to clear the buffer, then key in the new selection and press <Enter>.
Entering dates:	At a "Date Range Selection Menu", enter dates as YYYY/MM/DD or YYYYMMDD or YYMMDD. The current date responds to "today" or "t". Dates are converted to the following format for display: "YYYY/MM/DD" (4-digit year, 2-digit month, 2-digit day).
Entering time:	Use military time at a "Time Range Selection Menu". Typing "now" inserts the current military time.
SSN Identification:	INPROC uses the SSN throughout to identify a soldier. Entering a SSN displays existing system data for that soldier. From a blank menu, entering the SSN will fill the buffer for the SSN field, which will then display system information. If the field is already populated with a SSN from a previous entry however, you must press <Enter> to activate the search function.
Message line:	As you advance to each field, the system displays instructions specific to the current field at the bottom of the screen.
Field choices:	When completing an input screen, values associated with the field are available for display if the F2 box at the bottom of the screen displays "Choices". Pressing <F2> will display a list of field values, in a "pop-up" window at the top of the screen. Highlight your choice from the list and press <Enter> to select that field value. (From some selection menus, the system prompts you to use <F2> to mark selections. In this case selections are marked with a ">" character.)
	"Choices" screens may include up and down pointers at the right side of the screen. This indicates that more choices are available for the field than can appear at one time. A "down pointer" signals that more field choices can be viewed on the next page (accessed by <F3> or <Page Up> or <Ctrl/W>). An "up pointer" signals that previous choices can be

redisplayed (accessed by <Page Down> or <Ctrl/V> or <F2>, previous page). Use the <Home> key to go back to the beginning of the list; <End> moves to the last choice of the list. You can also key in the first few letters of a selection to position the menu bar directly to that field (e.g., to quickly select "United States" from a list of countries, key in "uni").

Case sensitive:	Since UNIX is case sensitive, entering items with the Caps Lock key active may not produce the results desired. Since items entered, lowercase will be converted automatically to uppercase, do not activate the Caps Lock function.
Record locking:	In a relational database, a record can only be accessed by one user at a time. A Structured Query Language (SQL) error message may appear during operation of the system if a record you are trying to access is locked by another user. In this event, cancel the operation and reattempt access after a few minutes. SQL errors related to record locking are as follows: 233, 243, 244, 245, 246, 250, 271, 289, 291, 378, and 534.

Some of the standard Function Key (PF Key) definitions for the INPROC Software are in this section. Section 8 contains additional information on user interface standards.

Table 5.2.1. Definition of Function Keys	
KEY	**FUNCTION**
<F1>	Display context-sensitive HELP screen
<F2>	Display choices of items for selected field. Also allows you to mark an item.
<F3>	Accept entries and move to next activity.
<F6>	DO NOT accept entries--return to previous activity.
<F8>	Display next set of function keys.
<F8><F1>	Prints the requested form/report.
<F8><F2>	View the requested form/report.
<F8><F4>	Will return to the previous page.
<F8><F5>	Moves the data displayed on-screen down one page.

5.2.1   Input Requirements

INPROC is to be used as an interactive application. This means that it is designed for access and use from a terminal. INPROC gets data residing in the application's specific subject area database (SADB); however, INPROC may also retrieve input from the ILIDB. Initially, the majority of the data input requirements would be from the end user. However, as users add to the common SADB, more and more of the data needed would be provided. Some reports and queries will require you to specify a range of dates to begin and end the report or query. Other times, you will provide a Social Security Number (SSN) to locate specific pieces of information for an individual.

5.2.2   Input Formats

In general, INPROC menus and data entry screens provide format instructions for the fields they contain. Additional instruction on the format or nature of the expected input may be obtained by pressing <F1 HELP> or <F2 CHOICES>.

Appendix "E" of the INPROC FD contains a Data Element Dictionary, which describes composition and length of data elements used by this system.

5.2.3   Composition Rules

INPROC screens show you each field's expected number of characters or the character limit. Some fields have range and validity checks. If you make an incorrect entry, you will be provided a meaningful error message.

5.2.4   Input Vocabulary

Each screen is composed of text describing expected input, fields to accept your input, a message line at the bottom for input directions, and occasionally, a pop-up error message. Some screens accept so much information that it is not possible to describe the field fully, so an element abbreviation is put on your screen. Appendix "E" of the INPROC FD contains a list of the INPROC data elements, their abbreviations, and formats.

5.2.5   Output Requirements.

INPROC output is generated in three basic media: to screen, to printer, and to a file. Screen output is used for system queries when on-line information viewing is adequate. Tape output will be used by either the application or SA to send data to remote locations. Reports and/or queries that are required in hard copy will go to your printer.

5.2.6   Output Formats.

In all cases, the format of the output is controlled by the application, and you will see it as it is designed. Changes to output formats must be requested through your application administrator via ECP-S. (See INPROC Customer Assistance function described in paragraph 5.3.5.).

5.2.7   Sample Outputs.

INPROC is an interactive application, most of your output will be to your screen and will be easily read. Reports can be verified on your screen before they are printed.

5.2.8   Output Vocabulary.

All output is selected via menus.

5.3   PROCESSING PROCEDURES.

This section describes the processing capabilities of INPROC. Paragraphs 5.3.1 through 5.3.9 provide a detailed walk-through of each of the procedures, menus, and/or data entry screens that make up the functional processes of the INPROC application. All sections provide an explanation of each procedure, menus, and/or data entry screens that make up the functional processes of the INPROC application.

The processing procedure of INPROC starts from the initial screen of INPROC, referred to as the "Warning" screen (Figure 4.2.2). From the "Warning" screen of INPROC, you have two options. Press <Enter> to display the "INPROC Welcome" screen or press <F6> to exit from the INPROC application and return to the UNIX LOGIN prompt.

The processing procedures described in the following paragraphs are organized by menu, beginning with the highest level menu - the "Master Menu". Refer to Figure 3.4-1 INPROC Hierarchy Diagram for an

overall view of the menu structure.

STEP 1.   After pressing <Enter> with start-up warning screen displayed, press <Enter> to display INPROC "Welcome Screen".

```
┌─────────────────────────────────────────────────────────────┐
│                         Welcome To                          │
│                                                             │
│                                                             │
│     ###    #     # ######  ######   #####   #####           │
│      #     ##    # #     # #     #  #    #  #    #           │
│      #     # #   # #     # #     #  #    #  #    #           │
│      #     #  #  # ######  ######   #       #    #           │
│      #     #   # # #       #   #    #    #  #    #           │
│      #     #    ## #       #    #   #    #  #    #           │
│     ###    #     # #       #     #   #####   #####           │
│                                                             │
│                                                             │
│                                                             │
│        ┌───────────────────────────────────────┐           │
│        │ Press RETURN to continue; F6 = CANCEL  │           │
│        └───────────────────────────────────────┘           │
│                                                             │
│  HELP  PREVPAGE NEXTPAGE           CANCEL FRM-MGMT CHG-KEYS │
└─────────────────────────────────────────────────────────────┘
```
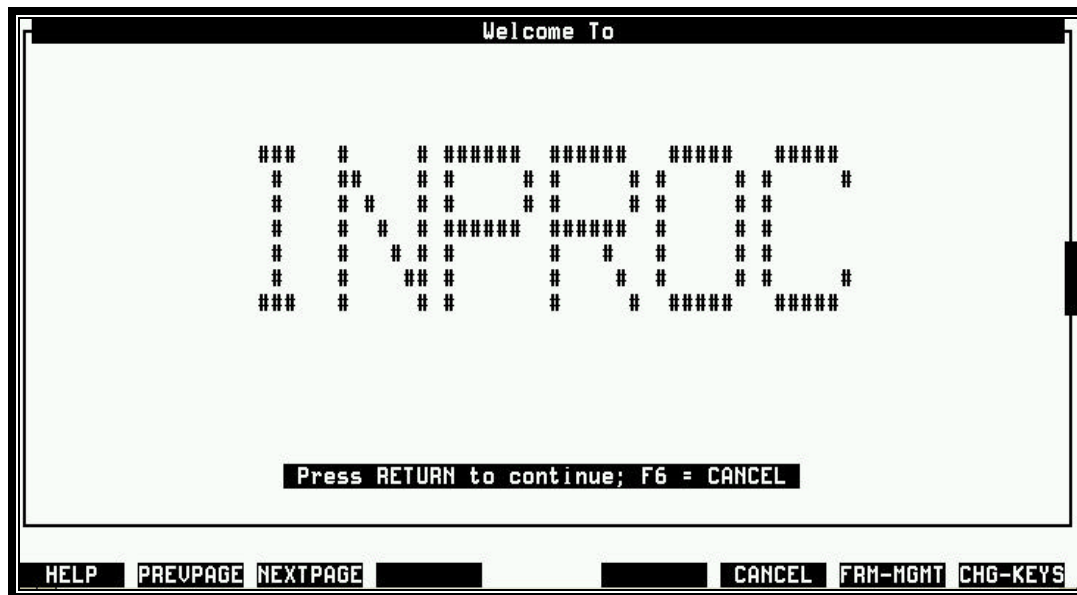
Figure 5.3-1. Welcome Screen

STEP 2.   Press <Enter> to display "Master Menu". This menu gives access to main menus, which access several layers of sub-menus. The first main menu is the "Peacetime Menu", described in paragraph 5.3.1. To select any menu or menu item, highlight it by using the arrow keys or press corresponding menu item number and press <Enter>.

```
┌──────────────────────────────────────────────┐
│                Master Menu                   │
│ >1.  Peacetime Menu                          │
│  2.  Transition to War Menu                  │
│  3.  Wartime Menu                            │
│  4.  Demobilization Menu                     │
│  5.  Customer Assistance Menu                │
│  6.  Problem Reports/ECP-S Submission        │
│  7.  INPROC Initialization/Admin Menu        │
│  8.  Installation-Specific Applications Menu │
│  9.  View Documentation/Regulations Menu     │
└──────────────────────────────────────────────┘
```
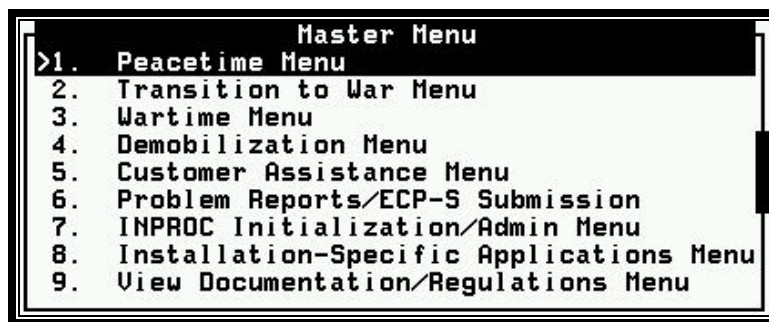
Figure 5.3-2. Master Menu

Most processes have help screens. To access a help screen, press <F1> at any time. Use help screens whenever you want guidance in performing functions or entering data. By pressing <F1>, before selecting each menu, form or order, it is possible to access an instructional narrative. This HELP facility provides detailed guidance and support when you may need further instruction for appropriate actions and entries. In certain situations, some portions of the ISM have not yet been developed and you will be presented with a "HELP" screen similar to the example shown below.
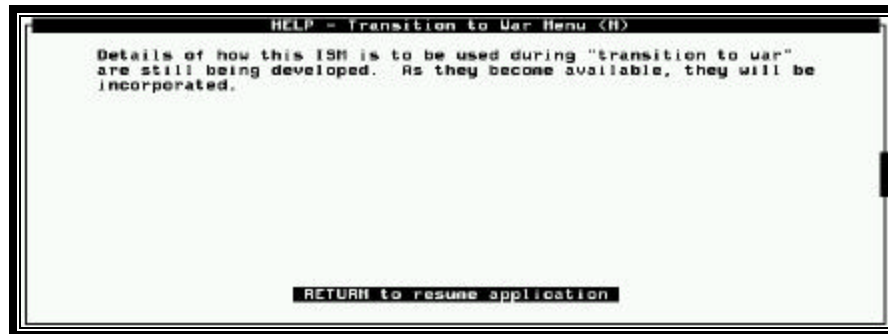
You will not normally have access to the "INPROC Initialization/Administration Menu." You will have access controlled on an individual basis by the INPROC Administrator, who is responsible for INPROC security and accesses the Initialization/Administration Menu to define user profiles, install system printers, maintain ad hoc queries etc. The INPROC Administrator has access to the entire system and he should be consulted in case of questions. Most of the INPROC user functionality is accessed from the "Peacetime Menu".

5.3.1   Peacetime Menu.

This menu provides for validation of soldier readiness upon initial entry to active duty, following a peacetime Permanent Change of Station (PCS)/transition, and during mobilization of units. Highlight this menu from the "Master Menu" and press <Enter> to enter the "Peacetime Menu". Select this menu from the "Master Menu", to access the main INPROC functions.

Figure 5.3-3. Peacetime Menu

Highlight your selection and press <Enter>.

5.3.1.1   Initial Entry on Active Duty (Reception Battalion).

This function is not yet implemented.

5.3.1.2   PCS Menu (Normal).

The "PCS Menu" passes control to eight sub-routines. The following primary functions are performed through the "PCS Menu" to support the in-processing procedures for reassigned soldiers at the gaining installation. Selection of this menu from the "Peacetime Menu" will display the following sub-menus.
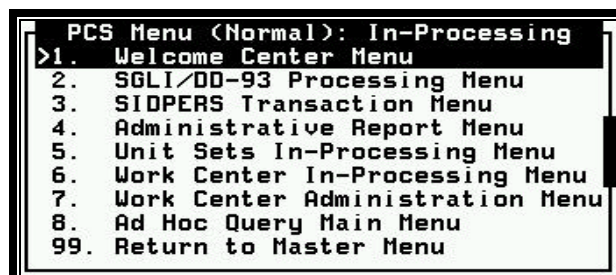
Figure 5.3-4. PCS Menu (Normal)

5.3.1.3 Welcome Center Menu.

From this menu, you can perform many functions to in-process soldiers and collect a variety of data regarding soldiers and their families. This menu provides many essential functions for in-processing soldiers. To reach the "Welcome Center Menu", select this menu from the "PCS Menu (Normal)". The following screen will appear.

```
                  Welcome Center Menu
>1.  Welcome Station
 2.  Current Residence Address
 3.  Add/Change Accompanying Family Members
 4.  Work Center Questionnaire
 5.  Work Center Appointment Scheduling
 6.  Delete Appointments Menu
 7.  Print Personnel In-Processing Record
 8.  Completion Status Update
 9.  Remove In-Processing Records Menu
99.  Return to Master Menu
```

Figure 5.3-5. Welcome Center Menu

Highlight your selection and press <Enter>.

5.3.1.4 Welcome Station.

Select Option #1 from the "Welcome Center Menu", to access the "Welcome Station" function. Here, you can enter basic information on a soldier's in-processing such as the date and time signed in, rank, etc. To collect basic information from a newly arriving soldier, choose menu selections 1,2,1,1.

```
                         Welcome Station
SSN: _____        Name: _____  Rank: ___

       Date Signed In: _____      Time Signed In: ____

              Sex: _          Accompanied: _

FILES PRESENT:  201: _  Dental: _  Medical: _  Finance: _  Education: _

       ENLISTED                 OFFICER              WARRANT OFFICER
       --------                 -------              ---------------
 PMOS:          _____     AOC:           ___    PMOS:          _____
 ASI:           __        SKILL:         ___    ASI:           __
 DA FORM 2A:    __        DA FORM 2B:    __     DA FORM 2B:    __
 DA FORM 2-1:   _         DA FORM 4037:  _      DA FORM 4037:  _
 Promotion pkt: _

      DO YOU WANT TO CREATE A SIDPERS ARRIVAL TRANSACTION NOW? _

                      F3 = SAVE; F6 = CANCEL
```

Figure 5.3-6. Welcome Station

Enter the soldier's SSN. If the soldier was identified from SIDPERS as a pending gain, certain items of information may already be in the INPROC database and will appear, including name, rank, sex, etc. If this field is already populated with a SSN from a previous entry, which you do not wish to re-display, simply type the new SSN over the old one. Next, verify the displayed information and update any fields that are incorrect or incomplete. If the following error message appears indicating that the SSN does not exist in the database, then you have the following three options to resolve the problem:

```
                 No Data For Soldier
>1.   SIDPERS Transfer Data Record Transaction
 2.   Re-enter SSN
 3.   Proceed with Welcome Station Form
```

Select Option #1 if you have entered the SSN correctly, and press <Enter> to create a SIDPERS Transfer Data Record (TDR) "N" Transaction. The following screen will appear.

```
┌──────────────────────────────────────────────────────────┐
│              Create TDR "N" Transaction                  ▓│
│                                                          ▓│
│  SSN: 000111278   NAME: _____   RANK: _▓│
│                                                          ▓│
│         F3 = SAVE to commit work; F6 = CANCEL            ▓│
└──────────────────────────────────────────────────────────┘
```

Follow the procedures described in paragraph 5.3.1.32 to create the TDR "N" transaction. After the 'SIDPERS TDR' has been completed and saved, press <F6> to return to the "Welcome Station" screen. Press <Enter> to populate the screen with the information you entered from the SIDPERS TDR. Select Option #2 to enter another SSN if you have originally entered the wrong SSN. Select Option #3 to proceed with the "Welcome Station" form, even though the SSN was not recognized. After you have entered the data required in the "Welcome Station" form, press <F3> to save. The information will be saved directly to the ISM shared database known as the ILIDB.

Field	Description
SSN:	Enter the SSN for the soldier.
Name:	Enter, if necessary, the soldier's name (last, first, middle name, and person version number (e.g. III, Jr, etc.). The name, in its entirety, can be up to 27 characters in length.
Rank:	If the soldier's rank is not shown or is not current, enter the soldier's rank manually or press <F2> for choices.
Date Signed In:	This field displays the current date for a newly arrived soldier or allows manual entry of a date. Current date responds to "today" or "t".
Time Signed In:	This field displays the current time for a newly arrived soldier or allows manual entry of the time. The time must be in standard military time (HHMM).
Sex:	Enter <M> (male) or <F> (female) in this field.
Accompanied:	Enter <Y> (yes) if the soldier is accompanied by family members. Enter <N> (no) if the soldier is alone.
Files present:	Enter <Y> (yes) or <N> (no) for each category (201; Dental; Medical; Finance; or Education) to indicate whether documents in the soldier's possession are satisfactory (Y) or absent/incomplete (N).

After completing the above fields, and depending on the soldier's rank, the cursor is automatically positioned either at the column for enlisted soldiers, commissioned officers, or warrant officers.

FOR ENLISTED SOLDIERS:

PMOS: Identifies an enlisted soldier's Primary Military Occupational

Specialty (PMOS).

ASI: This code is an Additional Skill Identifier (ASI) for personnel management purposes.

DA Form 2A: Enter <Y> for 'yes' or <N> for 'no' to indicate whether the Personnel Qualification Record Part 1 is satisfactory or absent/incomplete.

DA Form 2-1:   Enter <Y> for 'yes' or <N> for 'no' to indicate whether the Personnel Qualification Record Part 2 is satisfactory or absent/incomplete.

Promotion Packet: If a Corporal or Sergeant is on a promotion standing list, enter <Y> for 'yes' or <N> for 'no' to indicate if a promotion packet is present.

FOR COMMISSIONED OFFICERS:

AOC: This code identifies an officer's Area of Concentration (AOC).

Skill: This code identifies a skill code.

DA Form 2B: Enter <Y> (yes) or <N> (no) to indicate whether the Personnel Qualification Record Part 1 is satisfactory or absent/incomplete.

DA Form 4037:   Enter <Y> (yes) or <N> (no) to indicate whether the Officer Record Brief (ORB) is satisfactory or absent/ incomplete.

FOR WARRANT OFFICERS:

PMOS: This field identifies a Warrant Officer's PMOS.

ASI: This code identifies an ASI for personnel management purposes.

DA Form 2B: Enter <Y> (yes) or <N> (no) to indicate whether the Personnel Qualification Record Part 1 is satisfactory or absent/incomplete.

DA Form 4037:   Enter <Y> (yes) or <N> (no) to indicate whether the ORB is satisfactory or absent/incomplete.

Once you complete the above steps, press <Enter>. You will then be required to enter a value in the field: "Do You Want To Create a SIDPERS Arrival Transaction Now?". Enter <N> if you do not want to create a SIDPERS arrival transaction. Next, press <F3> to save the soldier information. If you want to create a SIDPERS arrival transaction, enter <Y> at the prompt and press <Enter>. If you have answered 'yes' to creating a SIDPERS arrival transaction, the arrival transaction menu will appear. Once you finish creating a SIDPERS arrival transaction, or, if you press <F3> after entering <N> to creating a SIDPERS arrival transaction, the "Welcome Station" screen with the SSN of the soldier last processed is redisplayed. Press <Enter> to review and confirm saved changes or enter a new SSN to process information for the next soldier.

5.3.1.5   Current Residence Address.

Select Option #2 from the "Welcome Center Menu" to update/verify current residence address and telephone number for an in-processing soldier. The following screen will appear.

Figure 5.3-7. Current Residence Address

This screen gathers information about the soldier that may be used to notify the soldier or the soldier's family in case of military necessity or emergency.

Field	Description
SSN:	Enter the soldier's SSN. If the system does not recognize the SSN, it will give you the following error message indicating that you will need to complete a SIDPERS TDR before you can create an address for the SSN.

| | If the SSN is recognized by the INPROC database, the current address information will populate the rest of the fields in this screen. |

If the information is correct, press <F3> to save the information. If the information is not there or is no longer correct, press <Enter> to advance to the various address fields.

Current Residence Address:	Press <Enter>, if the address information in this field is correct. If it is not, enter the soldier's current residence address in this field.
APO/FPO:	Enter the Army Post Office (APO) or the Foreign Post Office (FPO) values in this field. This field is not necessary to complete for CONUS addresses.
City:	Enter the city associated with the soldier's address.
State:	Enter the state associated with the soldier's address. Press <F2> to select from a list of state abbreviations.
Zip Code:	Enter the zip code associated with the soldier's address.
Country:	If this field is not populated with the "United States", enter the country associated with the soldier's address. You can press <F2> to select from a current list of countries.
Foreign Postal Number:	Enter the foreign postal number associated with the soldier's current

	address. Completing this field is not necessary for CONUS addresses.
Phone:	Enter the phone number including area codes associated with the soldier's present residence.
Telephone System:	Enter the telephone system type manually if you know it. Otherwise, press <F2> for choices.

If you feel that you have mistakenly entered data into this screen, you can press <F6> to cancel the data you have entered and then begin again. Once you are done creating or modifying the data in this screen, and the data is correct, press <F3> to save the address information.

5.3.1.6   Add/Change Accompanying Family Members.

The intent of this module is to identify only those family members traveling with the arriving soldier so as to make available the necessary information for family assistance such as housing or day care services. Select Option #3 from the "Welcome Center Menu", to add or change information on a soldier's accompanying family members. The following screen will appear.

```
                        Identify Soldier
SSN: 000111278     Name: _____     Rank: ___

               F3 = SAVE to commit; F6 = CANCEL
```

Enter the soldier's SSN. Only SSN in the INPROC database will be accepted in this screen. Once a valid SSN has been entered, both the **Name** and **Rank** fields will automatically populate. Verify the name and rank fields. Press <F3> to display the "Family Members Browse Menu" associated with the selected soldier.

```
                        FAMILY MEMBERS
 NAME                           RELATION          ACCOMPANYING
 *** ADD A RECORD ***
>DAUGHTER                       DAUGHTER          YES
 EDWARD                         UNCLE             YES
 FATHER                         FATHER            NO
 MOTHER                         MOTHER            NO
 MYNAME                         OTHER             YES
 SON                            SON               YES
 SPOUSE                         WIFE              YES
 WILLIAMS                       SON               YES
```

In this browse menu, family members are listed who have already been identified (if any). In this menu, you will have the choice to either highlight a family member to change that person's information, or highlight the "ADD A RECORD" option to add a new family member to the database.

To add a family member, highlight the "ADD A RECORD" option in the "Family Members Browse Menu" and press <Enter> to display the "Add/Change Family" screen shown.

```
                        Add/Change Family
                      *  ADDING RECORD  *

 Name: _____  Relationship: _____

 Date of Birth: _____  Sex: _____   Accompanying Soldier: ___

               F3 = SAVE to commit; F6 = CANCEL
```

Figure 5.3-8. Add/Change Accompanying Family Members

Field	Description
Name:	Enter the family member's complete name (first, middle, last name, person version number (e.g. III, Jr, etc.).
Relationship:	Enter the relationship of this individual to the soldier or press <F2> for choices.
Date of Birth:	Enter the person's date of birth in the standard date format.
Sex:	Choices are (M) Male or (F) Female. If the sex can be implied from the field value for relationship, this field is automatically filled in. For example, "son" as relationship causes "Male" for sex to fill in this field, whereas "friend" does not have an associated value for the sex field.
Accompanying Soldier:	If the person currently lives with the soldier, enter <Y> for yes, or <N> for no.

Once you enter the required information, press <F3> to save the record or press <F6> to cancel. After saving the record, the browse menu is redisplayed reflecting the changes you have made. To change accompanying family member data, highlight the desired family member with the arrow keys from the "Family Members Browse" menu and press <Enter>. You will see the following screen.

```
┌─────────────────────────────────────────────────────────┐
│                    Add/Change Family                     │
│                  * CHANGING RECORD *                     │
│                                                          │
│  Name: DAUGHTER_____   Relationship: DAUGHTER_____ │
│                                                          │
│  Date of Birth: 1993/01/01  Sex: _____  Accompanying Soldier: YES │
│                                                          │
│              F3 = SAVE to commit; F6 = CANCEL            │
└─────────────────────────────────────────────────────────┘
```

Enter the fields that you want to change. Once you enter the required information, press <F3> to save the record or <F6> to cancel. After saving the record, the browse menu is redisplayed reflecting the changes you have made.

5.3.1.7   Work Center Questionnaire.

Select this option from the "Welcome Center Menu", to use a "Work Center Questionnaire" to determine if a soldier should in-process at optional work centers. To help you determine if a soldier needs to in-process at the conditional (not required) work centers, use a work center questionnaire. The questionnaire guides you through a series of questions to ask the in-processing soldier for each optional work center. Questions on questionnaires are always structured so that if a **yes** response is given to any question for an optional work center, the soldier will be scheduled for that work center. When the soldier's answers indicate that an appointment should be scheduled for a work center, you can schedule the appointment directly, then continue the questionnaire for the next work center. If in-processing through a work center is required rather than optional, use menu Option #5 – "Work Center Appointment Scheduling". Since the order of a required work center may prevent you from scheduling appointments for optional work centers, you should first schedule appointments for mandatory work centers through menu Option #5, then select the questionnaire.

```
┌──────────────────────────────────────────────────────────────────┐
│                 Identify Soldier for Questionnaire                 │
│ SSN: 000111231          Name: AAFRY CHIX                Rank: CW3  │
│                                                                    │
│                      F3 = SAVE; F6 = CANCEL                        │
└──────────────────────────────────────────────────────────────────┘
```

Enter the SSN and verify the name and rank. You can press <F2> for SSN choices, then press <Enter> to fill in the name and rank fields. When you have completed, press <F3> to continue or <F6> to cancel. If you press <F3>, the "Questionnaire Check List Response" screen will display the first question for the first work center.

```
┌──────────────────────────────────────────────────────────────────┐
│                 Questionnaire Checklist Response                   │
│  SSN: 000111231   Name: AAFRY CHIX                  Rank: CW3      │
│                                                                    │
│  Work Center: PERS INFO-SRP        Question Display Order: __2     │
│     Question: Does SGLI need updating?                             │
│                                                                    │
│     Response: ___                                                  │
│  Work Center: PERS INFO-SRP        Question Display Order: __3     │
│     Question: Does DD 93 need updating?                            │
│                                                                    │
│     Response: ___                                                  │
│  Work Center: PERS INFO-SRP        Question Display Order: __4     │
│     Question: Is soldier an alien?  (Germany - Turkey)            │
│                                                                    │
│     Response: ___                                                  │
│               F3 = SAVE to continue; F6 = CANCEL                   │
│ Enter Yes or No or F2 for CHOICES                                  │
└──────────────────────────────────────────────────────────────────┘
```

Figure 5.3-9. Work Center Questionnaire

The order of both questions and work centers are determined through the "Work Center Administration Menu".

Field	Description
SSN:	The SSN that was entered on the previous screen will appear.
Name:	The soldier's name will appear.
Rank:	The soldier's rank will appear.
Work Center:	The work center name will appear.
Question Display Order:	The question display order will appear.
Question:	The question that you need to ask the soldier will appear in this field. Ask the soldier the question as it is stated in the question field.
Response:	Enter the soldier's answer as either a 'YES' or 'NO'. If you enter <Y> to any of the questions on a questionnaire, the remaining questions will become protected from data entry. This is because once a **yes** response has been given to any question, an appointment must be made at that work center.

Press <F3> to continue to subsequent questionnaires for other optional work centers. If you reach blank lines in a questionnaire where questions normally appear, data cannot be entered in these blank areas. This signifies that the questionnaire for this work center is complete.   When you have completed the questionnaire for all of the optional work centers, press <F3>. Next, you will see the following message stating that the questionnaire has been completed.

```
┌──────────────────────────────────────────┐
│                 Completed                  │
│       You have completed the Questionnaire.│
│                                            │
│             RETURN to continue             │
└──────────────────────────────────────────┘
```

Press <Enter> and you will see a prompt, which asks if you wish to continue to the "Appointment Schedule Menu" where you can schedule appointments.

```
┌──────────────────────────────────────────────────┐
│        PROCEED TO APPOINTMENT SCHEDULING           │
│                                                    │
│   Would you like to proceed to Appointment         │
│   Scheduling?                                       │
│                                                    │
│   RETURN to proceed; F6 = CANCEL to return to Menu.│
└──────────────────────────────────────────────────┘
```

Press <Enter> if you do. Now you can directly schedule soldiers for in-processing at work centers based on the results of the questionnaire.

```
┌──────────────────────────────────────────────┐
│            APPOINTMENT SCHEDULE MENU           │
│ O                                              │
│ R  SSN: 000111231                              │
│ D  Name: AAFRY CHIX                            │
│ E                                 Strt Stop    │
│ R      Work Center      Date     Day Time Time │
│ --- ----------------- ---------- --- ---- ---- │
│ >  CG BRIEFING                                 │
│    TABE TESTING-HAAF                           │
│    TEST                                        │
└──────────────────────────────────────────────┘
```

The "Appointment Schedule Menu" displays the current schedule of work center appointments for the soldier. Highlight the work center that you wish to schedule an appointment for and press <Enter>. Next, you will see a list of available time slots for the highlighted work center for which you can schedule appointments.

```
┌──────────────────────────────────┐
│      APPT SELECTION MENU          │
│         Work Center:              │
│       EDUCATION OFFICE            │
│                  Strt Stop        │
│     Date     Day Time Time        │
│  ----------- --- ---- ----        │
│  1998/03/10 TUE 0800 0915         │
│ >1998/03/10 TUE 0915 1030         │
│  1998/03/10 TUE 1000 1115         │
│  1998/03/10 TUE 1115 1230         │
│  1998/03/11 WED 0800 0915         │
│  1998/03/11 WED 0915 1030         │
│  1998/03/11 WED 1000 1115         │
│  1998/03/11 WED 1115 1230         │
│  1998/03/12 THU 0800 0915         │
│  1998/03/12 THU 0915 1030         │
│  1998/03/12 THU 1000 1115         │
│  1998/03/12 THU 1115 1230         │
│  1998/03/13 FRI 0800 0915         │
└──────────────────────────────────┘
```

To select an appointment, highlight an appointment time slot that does not conflict with those already scheduled and then press <Enter>. When scheduling appointments, allow the time to travel from one work center to the other. After completing the above steps, the "Appointment Schedule Menu" redisplays. Continue following the steps above for each work center that you want to schedule.

At this point, if you want to print or view the soldier's present in-processing record, you can press <F8/F1>. The first screen that you will see is the SSN/Report Selection screen. This report displays the soldier's present completion status at each work center, the soldier's scheduled appointments, and special instructions related to the soldier's inprocessing.

You can automatically schedule appointments for mandatory work centers by pressing <F8/F5> while in the "Appointment Schedule Menu". This function will not work if any appointments have already been scheduled. The order in which work centers are to be visited, however, is preserved. After pressing <F8/F5>, the computer will process the auto-scheduling request.

You may encounter various error messages that may prevent you from automatically scheduling appointments. These reasons may include, among others, a lack of available appointment slots. Please read the error messages carefully because they provide solutions to possible auto-scheduling problems.

```
┌─────────────────────────────────────────┐
│      Auto Scheduler Start Date/Time      │
│                                          │
│  APPOINTMENT START DATE:   _____   │
│                                          │
│  APPOINTMENT START TIME:   ____          │
│                                          │
│      F3 = SAVE to continue; F6 = CANCEL  │
└─────────────────────────────────────────┘
```

Enter the appointment start date and time. Press <F3> to continue or <F6> to cancel.

5.3.1.8   Work Center Appointment Scheduling.

Select Option #5 from the "Welcome Center Menu", to schedule appointments for in-processing soldiers' at given work centers. Also under this option you have the capability to automatically schedule soldiers for all required work centers. This function will schedule around appointments already scheduled. To schedule or reschedule a soldier's appointment for a work center, select this option. The following screen will appear.

```
┌──────────────────────────────────────────────────────────┐
│          Identify Soldier for Scheduling                 │
│ SSN: 000111231    Name: AAFRY CHIX             Rank: CW3 │
│                                                          │
│            F3 = SAVE;  F6 = CANCEL                       │
└──────────────────────────────────────────────────────────┘
```
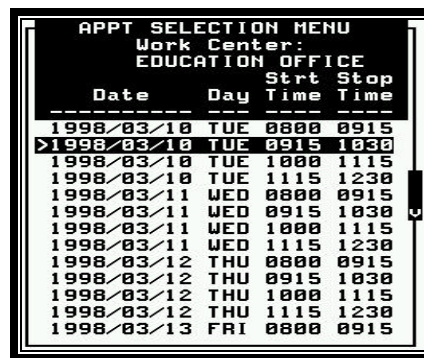
Figure 5.3-10. Work Center Appointment Scheduling

Enter the SSN. You can press <F2> for SSN choices, then press <Enter> to fill in the name and rank fields. Verify the soldier's name/rank and then press <F3> to continue. The "Appointment Schedule Menu" will appear which displays the current schedule of appointments for the soldier.

```
┌──────────────────────────────────────────────┐
│         APPOINTMENT SCHEDULE MENU            │
│ O                                            │
│ R  SSN: 000111231                            │
│ D  Name: AAFRY CHIX                          │
│ E                                Strt Stop   │
│ R    Work Center        Date  Day Time Time  │
│      ─────────────     ─────  ─── ──── ──── │
│ >  CG BRIEFING                               │
│    TABE TESTING-HAAF                         │
│    TEST                                      │
└──────────────────────────────────────────────┘
```

Highlight the work center that you want to make an appointment for and press <Enter> to display the "Appointment Selection Menu".

```
 ┌──────────────────────────┐
 │   APPT SELECTION MENU    │
 │      Work Center:        │
 │     EDUCATION OFFICE     │
 │                Strt Stop │
 │   Date      Day  Time Time│
 │  ──────────  ───  ──── ────│
 │  1998/03/10 TUE  0800 0915│
 │ >1998/03/10 TUE  0915 1030│
 │  1998/03/10 TUE  1000 1115│
 │  1998/03/10 TUE  1115 1230│
 │  1998/03/11 WED  0800 0915│
 │  1998/03/11 WED  0915 1030│
 │  1998/03/11 WED  1000 1115│
 │  1998/03/11 WED  1115 1230│
 │  1998/03/12 THU  0800 0915│
 │  1998/03/12 THU  0915 1030│
 │  1998/03/12 THU  1000 1115│
 │  1998/03/12 THU  1115 1230│
 │  1998/03/13 FRI  0800 0915│
 └──────────────────────────┘
```

While in this menu, choose from available appointments for the selected work center. Highlight the desired appointment time with your arrow keys and press <Enter>. When scheduling appointments, allow sufficient time to travel from one work center to the other.

To change the amount of days in the future, for which you would like to set appointments, select Options 1,2,7, and 12 starting from the "Master Menu" to arrive at the Adjust Application Schedule Limit function. Here, you can enter the number days in the future for which you can schedule appointments at all work centers. For example, you may want to schedule a soldier for a work center appointment 20 days from the present date.

However, when you highlight a work center from the "Appointment Schedule Menu" and when you are brought to the "Appointment Selection Menu", the available appointments displayed may only extend 10 days into the future. In this scenario, you will need to access the "Adjust Application Schedule" function to extend the number of days in the future for which you can schedule appointments.

Error messages will appear if work centers are scheduled out of the indicated order or if an appointment conflicts with a previously scheduled appointment. In this event, press <Enter> to continue and re-select the work center or reschedule the appointment as appropriate. After an appointment time is selected, the "Appointment Schedule Menu" is redisplayed reflecting the new appointments.

You can also delete appointments while in the "Appointment Schedule Menu" by using the arrow keys to highlight an existing work center appointment and pressing <F8/F4>. This will display a delete confirm screen. Enter <Y> (yes) when prompted to confirm the deletion of the selected appointment and then Press <F3> to commit the deletion or press <F6> to cancel.

At this point, you can print the Checklist (schedule) from the "Appointment Schedule Menu" by pressing <F8/F1>. If all required appointments have not been scheduled, a message will appear to remind you. If you decide to schedule all appointments before printing the report, press <F6> to cancel the print request. If you decide to print the report anyway, respond "yes" to the Continue Print Request Prompt, then press <F3> to continue.

You can automatically schedule appointments for mandatory work centers by pressing <F8/F5> while in the "Appointment Schedule Menu". This function will not work if any appointments have already been scheduled. After pressing <F8/F5>, the computer will process the auto-scheduling request. You may encounter various error messages that may prevent you from automatically scheduling appointments. These reasons may include, among others, a lack of available appointment slots. Please read the error messages carefully because they provide solutions to possible auto-scheduling problems.

```
┌──── Auto Scheduler Start Date/Time ────┐
│                                        │
│  APPOINTMENT START DATE:  _____  │
│                                        │
│  APPOINTMENT START TIME:  ____         │
│                                        │
│                                        │
│     F3 = SAVE to continue; F6 = CANCEL │
└────────────────────────────────────────┘
```

Enter the appointment start date and time. Press <F3> to continue or <F6> to cancel.

5.3.1.9   Delete Appointments Menu.

When you select this option from the "Welcome Center Menu," the following screen will appear.

```
┌─────── Delete Appointments Menu ───────┐
│  1.  Delete Appointments by Work Center│
│ >2.  Delete Appointments by Individual │
│ 99.  Return to Master Menu             │
└────────────────────────────────────────┘
```

Figure 5.3-11. Delete Appointments Menu

5.3.1.10 Delete Appointments by Work Center.

Selection of this option from the "Delete Appointments Menu" will present the following screen.

```
┌──── Delete Appointments Browse Menu ────┐
│ *** ALL WORK CENTERS ***                │
│ EDUCATION OFFICE        01 appointment  │
│ POV/WEA REGISTRATION    01 appointment  │
└─────────────────────────────────────────┘
```

Press <F2> to mark and press <Enter>. This will produce the following screen.

```
┌──────── Appointments for Work Center: ─────────┐
│        TABE TESTING-HAAF       561 appointments│
│ *** ALL APPOINTMENTS LISTED ***                │
└────────────────────────────────────────────────┘
```

Figure 5.3-12. Delete Appointments by Work Center

Highlight the item you want to delete and press <Enter>. This will take you to the following 'delete confirmation' screen.

```
┌──── MULTIPLE APPOINTMENT DELETE CONFIRMATION ────┐
│                                                  │
│ Item(s) selected will be permanently removed from the database │
│                                                  │
│                                                  │
│   Do you wish to delete the item(s) selected?  _ │
│                                                  │
│                                                  │
│      F3 = SAVE to commit work; F6 = CANCEL       │
│                                                  │
└──────────────────────────────────────────────────┘
```

Enter <Y> when prompted to confirm the deletion of the selected appointment and then press <F3> to proceed with or <F6> to cancel the delete request.

5.3.1.11 Delete Appointment by Individual.

Selection of this option from the "Delete Appointments Menu" will present the following screen.

```
┌──────── Delete Appointments Browse Menu ────────┐
│ *** ALL INDIVIDUALS ***                         │
└─────────────────────────────────────────────────┘
```

Figure 5.3-13. Delete Appointment by Individual

Highlighting your selection and pressing <Enter> .

Highlighting the appointment you wish to delete and pressing <Enter> shows the following 'delete confirmation' screen.

```
╔══════════════════════════════════════════════════════════╗
║     MULTIPLE APPOINTMENT DELETE CONFIRMATION             ║
║                                                          ║
║  Item(s) selected will be permanently removed from the database ║
║                                                          ║
║      Do you wish to delete the item(s) selected?  _      ║
║                                                          ║
║        F3 = SAVE to commit work; F6 = CANCEL            ║
╚══════════════════════════════════════════════════════════╝
```
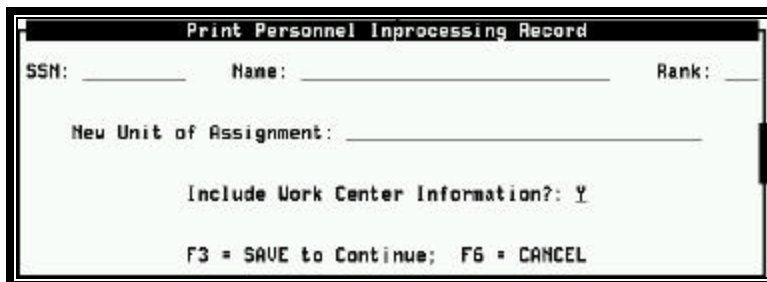
Enter <Y> when prompted to confirm the deletion of the selected appointment and then press <F3> to proceed with deletion or <F6> to cancel the delete request.

5.3.1.12 Print Personnel In-Processing Record.

Select Option #7 from the "Welcome Center Menu", to print a soldier's in-processing records. The "Personnel In-Processing Record (PIR)" (DA Form 5123-1-E) provides a checklist of in-processing requirements for a particular soldier, replacing the pre-printed PIR (DA Form 5123-I-R). This checklist identifies the soldier, the soldier's new unit, and the location/time of each in-processing appointment.

```
╔══════════════════════════════════════════════════════════╗
║           Print Personnel Inprocessing Record           ║
║  SSN: _____     Name: _____   Rank: ___ ║
║                                                          ║
║     New Unit of Assignment: _____  ║
║                                                          ║
║              Include Work Center Information?: Y         ║
║                                                          ║
║            F3 = SAVE to Continue;  F6 = CANCEL           ║
╚══════════════════════════════════════════════════════════╝
```

Figure 5.3-14. Print Personnel In-Processing Record

Those work centers identified as required for in-processing through the "Work Center Administration Menu" will always appear on this form. Other work centers appearing on the checklist are dependent on requirements established at each installation and they may be combined to create a unique set for each service member.

From this part of the INPROC application, you have the ability to print and/or view the 'Information Report". This report provides general information about work centers such as duty hours, telephone number, documents required etc. Both the "Information Report" and the PIR may also be printed when scheduling appointments. Instructions for printing and viewing the PIR are described below.

PRINTING PERSONNEL IN-PROCESSING RECORD:

Identify the soldier whose report you want to print by entering the SSN at the "SSN/Report Selection" screen. Then you can enter the individual's new unit of assignment (not required). You can press <F2> for SSN choices, then press <Enter> to fill in the name and rank fields. If you wish to print the "Information Report", answer <Y> (yes) to the prompt: "Include Work Center Information?" Next, press <F3> to save your input and continue. You will first see the "Soldier Remarks" display.

```
                          Soldier Remarks
  adding remark one for inprocessing
  adding remark two for inprocessing
```

Highlight and press <F2> at each remark you want to be included at the end of the report (press <F2> again to un-mark a selection). Press <Enter> to access the Personnel Inprocessing Record Questions screen. A basic example of this screen follows. Your screen may show additional fields if further information is required.

```
            Personnel Inprocessing Record Questions
SSN: _____      Name: _____ ____ _____          Rank: ___

Work Center: PERS STR MGT-SRP        Question Display Order:  __1
   Question: Has Soldier Processed Through MMRB if Profile is 3
             or 4?
   Response: ___

Work Center: PERS INFORMATION        Question Display Order:  __2
   Question: Is SGLI Current?

   Response: ___ Date: _____

Work Center: PERS INFORMATION        Question Display Order:  __3
   Question: Is DD Form 93 Current?

   Response: ___ Date: _____

              F3 = SAVE to Continue;  F6 = CANCEL
Please enter 'Yes' or 'No'; or press F2 for CHOICES
```

Figure 5.3-15. Personnel Inprocessing Record Questions

Press <F2> to enter Yes or No in answer to the Response fields. If additional fields are present, enter the requested information or press <F2> for choices.

If in-processing has not yet been completed for all required appointments, the following message will appear advising you that scheduling for the soldier is incomplete.

```
                  Incomplete Scheduling
  The soldier has not scheduled all appointments
  for required workcenters.

            Do you wish to continue? Y

     F3 = SAVE to continue; F6 = CANCEL
```

If you want to print or view the report(s) anyway, respond Yes to continue, then press <F3> to continue. To cancel the report request, press <F6>.

Pressing <F3> will take you to the print destination screen.

```
          Print Destination (v. 2.02)

  Number of Copies: 01

  Printer Class: LASER PRINTER
  Printer Name: _____

       F3 = SAVE to print; F6 = CANCEL
```

Field	Description
Number of Copies:	Enter a numerical value not to exceed 99 in this field.

Printer Class:	This field will pre-populate with a default printer class for your installation. However, you can press <F2> to select from a list of other printer classes.
Printer Name:	This field will automatically populate when you press <Enter> on printer class. However, you can press <F2> to get a list of available printers at your installation.

After selecting the desired printer, press <F3> to print. The report is printed, along with a previous version of the report that also includes the soldier's schedule and any user-selected comments. Press <F6> to cancel the print procedure.

5.3.1.13 Completion Status Update.

Select Option #8 from the "Welcome Center Menu", to update a soldier's completion status by marking the soldier as having completed in-processing at any given work center. You will also have the option to attach comments to a soldier's in-processing record for each work center. The following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│            Identify SSN for Completion Status               │
│                                                             │
│  SSN: _____      Name: _____    Rank: ___   │
│                                                             │
│                                                             │
│              Press F3 to SAVE;  F6 = CANCEL                  │
└─────────────────────────────────────────────────────────────┘
```

Enter the soldier's SSN. You can press <F2> for SSN choices, then press <Enter> to fill in the name and rank fields. Verify the soldier's name and rank. Press <F3> to display the following screen.

```
            Work Center Completion Status Menu
       SSN: 000111231  Name: AAFRY CHIX        Rank: CW3

                                         Completed Completion
           Work Center   Appt Day/Date Appt Time   By      Date    Cmnt
          ------------   ------------- --------- ---------- ------- ----
          AUDIOLOGY          *****   WALK-IN   *****                 NO
          AUDIOLOGY-SRC      *****   WALK-IN   *****                 NO
          CENTRAL ISSUE FAC(*) ***** WALK-IN   *****                 NO
          CG BRIEFING        *APPT NOT YET SCHEDULED*                NO
          DEERS/RAPIDS/ID-SRC *****  WALK-IN   *****                 NO
          DENTAL SCREENING   *****   WALK-IN   *****                 NO
          DENTAL-SRC         *****   WALK-IN   *****                 NO
          DNA                *****   WALK-IN   *****                 NO
          FINANCE IN         *****   WALK-IN   *****                 NO
          HAAF SHOPETTE      *****   WALK-IN   *****                 NO
          HAAF UCH           *****   WALK-IN   *****                 NO
          LEVY-RSRC          *****   WALK-IN   *****                 NO
          MEDICAL SCREENING  *****   WALK-IN   *****                 NO

  F2=MARK for Completion; RETURN=Save Changes; F8/F6=COMMENTS; F8/F5=MARK ALL
```

Appointments scheduled and/or completed are also listed along with the name of the person who cleared the soldier through the work center. To mark a soldier as completed for in-processing at any given work center, highlight the work center with the arrow keys and press <F2>. Marked work centers are noted by the > symbol to their left. To unmark a work center, highlight that work center, press <F2>, and be sure that the > symbol disappears. To mark all work centers, press <F8/F5>.

To custom mark work centers while in the "Work Center Completion Status Menu", you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you should see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc.

Once you finish marking a soldier for completion and you do not want to include unique comments

regarding that soldier's in-processing, press <Enter> to save your changes. If you want to include unique comments regarding a soldier's in-processing at each work center, wait before pressing <Enter>. First, highlight the work center for which you want to comment on a soldier's in-processing, then press <F8/F6>. The following screen will appear.

```
                    Work Center Completion Status
SSN: 000111231 Name: AAFRY CHIX                        Rank: CW3

            Work Center: AUDIOLOGY

            Cleared By: INPROC ISM Administrator

                  Date: 2000/06/30

                  Time: 1426

Comments: _____
          _____
          _____


              F3 = SAVE to continue; F6 = CANCEL
Enter your comments
```

The cursor will appear in the comments field. Here, you may enter optional comments (e.g., "pick up packet by Friday at noon"). Comments entered here are printed on the PIR.

If the soldier is flagged as having completed a work center and that work center has questions, then after pressing <Enter> at the "Work Center Completion Status Menu" you will be alerted that you need to answer those questions by the following message screen.

```
                    DA Form 5123-1-R Processing

      Preparing to Solicit Responses to Questions for Soldier:

              000000000  CPT            TEST

                    RETURN to continue
```

Since some of the status changes can be made for several soldiers at one time, this is necessary to indicate to you which questions apply to which soldiers. Press <Enter> and the system shows the following screen:

```
                 Personnel Inprocessing Record Questions
SSN: _____     Name: _____     Rank: ___

Work Center: PERS STR MGT-SRP      Question Display Order: __1
    Question: Has Soldier Processed Through MMRB if Profile is 3
              or 4?
    Response: ___

Work Center: PERS INFORMATION      Question Display Order: __2
    Question: Is SGLI Current?
              _____
    Response: ___  Date: _____

Work Center: PERS INFORMATION      Question Display Order: __3
    Question: Is DD Form 93 Current?
              _____
    Response: ___  Date: _____

              F3 = SAVE to Continue;  F6 = CANCEL
Please enter 'Yes' or 'No'; or press F2 for CHOICES
```

Press <F2> to enter Yes or No in answer to the Response fields. If additional fields are present, enter the requested information or press <F2> for choices.

If in-processing has not yet been completed for all required appointments, the following message will appear

advising you that scheduling for the soldier is incomplete.

```
╔══════════════════════════════════════╗
║          Incomplete Scheduling       ║
║ The soldier has not scheduled all appointments ║
║ for required workcenters.            ║
║                                      ║
║          Do you wish to continue? Y̲  ║
║                                      ║
║      F3 = SAVE to continue; F6 = CANCEL ║
╚══════════════════════════════════════╝
```

If you want to proceed with the record anyway, respond Yes, then press <F3> to continue. To cancel the record request, press <F6>.

Press <F3> to save the record. The "Work Center Completion Status Menu" will be redisplayed, reflecting your updates. If you have entered any comments, "YES" will appear in the "CMNT" column. Press <F6> to exit this module.

5.3.1.14 Remove Soldier's In-Processing Records.

Select Option #9 from the "Welcome Center Menu", to delete soldiers' in-processing records. If you remove a soldier's in-processing records through this module, the soldier's in-processing records will be removed from both the ILIDB and the Subject Area Database (SADB). Also, if the soldier whose in-processing records are to be deleted is on a roster, that soldier will be deleted from the roster. You first access the "Remove In-Processing Records Menu".
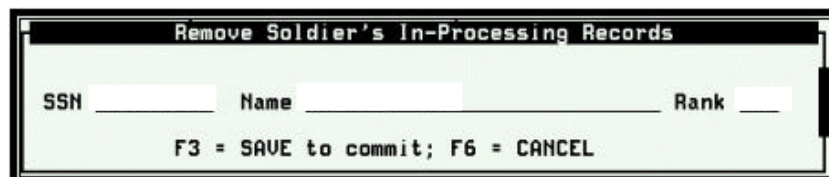
```
╔══════════════════════════════════════╗
║    Remove In-Processing Records Menu  ║
║>1.  Remove Individual Soldier's Inproc Records ║
║ 2.  Remove  Multiple  Soldiers' Inproc Records ║
║99. Return to Main Menu                ║
╚══════════════════════════════════════╝
```
Figure 5.3-16. Remove Soldier's In-Processing Records

Select your desired option - either to remove individual or multiple soldiers' INPROC records.

<u>INDIVIDUAL SOLDIER</u>

The first option allows you to remove an individual soldier's INPROC records. Selecting this option accesses the following screen:

```
╔══════════════════════════════════════╗
║    Remove Soldier's In-Processing Records ║
║                                      ║
║ SSN _____   Name _____   Rank ___ ║
║                                      ║
║        F3 = SAVE to commit; F6 = CANCEL ║
╚══════════════════════════════════════╝
```

Enter the soldier's SSN whose in-processing records you want to remove. The **Name** and **Rank** fields will populate automatically. Verify the name and rank of the soldier and then press <F3>. This will take you to the following delete confirmation screen.

```
 ┌──────────────────────────────────────────────────────────┐
 │     Confirm Remove Soldier's In-Processing Records       │
 │ Item(s) selected will be permanently removed from the database │
 │                                                          │
 │      Do you wish to delete the item(s) selected?  _      │
 │                                                          │
 │      F3 = SAVE to commit work; F6 = CANCEL               │
 └──────────────────────────────────────────────────────────┘
```

Enter <Y> for 'yes' or <N> for 'no' and press <F3> to commit the deletion. Or press <F6> to cancel.

MULTIPLE SOLDIERS

Selecting the second option from the Remove Soldier's Inprocessing Records menu accesses the following multiple SSN selection list.

```
 ┌──────────────────────────────────────────────┐
 │   Remove Soldiers' In-Processing Records     │
 │ 000000000                                CPT │
 │                                              │
 │ 111111111          (Names here)          PV1 │
 │ 123123123                                CW5 │
 │ 123456789                                CW5 │
 │ 222222222                                    │
 └──────────────────────────────────────────────┘
```

Mark the entry for each soldier for whom you wish to have records removed by using the<F2> key. Press the <Enter> key when finished. This will take you to the following delete confirmation screen.

```
 ┌──────────────────────────────────────────────────────────┐
 │     Confirm Remove Soldier's In-Processing Records       │
 │ Item(s) selected will be permanently removed from the database │
 │                                                          │
 │      Do you wish to delete the item(s) selected?  _      │
 │                                                          │
 │      F3 = SAVE to commit work; F6 = CANCEL               │
 └──────────────────────────────────────────────────────────┘
```

Enter <Y> for 'yes' or <N> for 'no' and press <F3> to commit the deletion. Or press <F6> to cancel.

5.3.1.15 SGLI/DD-93 Processing Menu.

From this menu, you can collect all the relevant soldier and family information necessary to process the "Service members' Group Life Insurance Election and Certificate (SGLV-8286)," and the Record of Emergency Data (DD Form 93) form. This form contains notification information used, should a soldier become injured or killed. Selection of this menu from the "PCS Menu (Normal): In-Processing" will display the following sub-menu.

```
 ┌──────────────────────────────────────────────┐
 │  SGLV-8286/DD-93 Family Member Processing    │
 │ >1.  Address Maintenance                     │
 │  2.  SGLV-8286 Processing                    │
 │  3.  DD-93 Processing (Comprehensive)        │
 │  4.  DD-93 Processing (Associated Persons)   │
 │  5.  Print SGLV-8286/DD-93                    │
 │ 99.  Return to the Master Menu               │
 └──────────────────────────────────────────────┘
```

Figure 5.3-17. SGLI/DD-93 Processing Menu

5.3.1.16 Address Maintenance.

To update a soldier's address before printing a revised SGLV-8286 or DD-93, choose menu option #1 from the "SGLI/DD-93 Processing Menu". The following screen will appear.

Figure 5.3-18. Current Residence Address

This screen gathers information about the soldier that may be used to notify the soldier or the soldier's family in case of military necessity or emergency. Use this selection to record the current location (residence) and phone number of the soldier. Use this information whenever it is necessary to contact the soldier or a member of the soldier's family. Possible uses are emergencies involving either the soldier, or a member of the soldier's family.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	This field contains the soldier's name.
Rank:	This field displays the soldier's rank.
Unit/Street Address:	Enter the soldier's current address in this field.
City:	Enter the city where the soldier lives in this field.
State:	Enter the state where the soldier lives.
Zip:	Enter the soldier's zip code.
Foreign State:	Enter the foreign state of the soldier.
Country:	Enter the country where the soldier resides.
APO/FPO:	Enter either "APO" or "FPO".
Gateway Area Code:	Enter the gateway area code.
Foreign Postal Code:	If the soldier is stationed in a foreign country, enter the code for the country in this field.
Phone Number:	Enter the phone number of the soldier.
Telephone System:	Enter the phone system in this field or press <F2> for choices. Highlight the appropriate system type with the arrow keys and press <Enter>.

Press <F3> to save the information or press <F6> to cancel without updating current information. Press <F6> to exit this module.

5.3.1.17 SGLI Processing.

Use this option to collect information for preparation of the SGLV-8286 form. The system will ask you

to provide the SSN of the soldier whose record you wish to process. SGLV-8286 is intended to provide some form of financial security for dependents or parents of soldiers. Use SGLV-8286 certificate primarily for designating a soldier's beneficiaries and trusts, and for specifying the beneficiary/trusts' shares and payment schedules.

If requested by the soldier, you may also use this form to reduce or refuse insurance. Depending on interface capability with other databases, INPROC collects applicable information already available, allowing the in-processing clerk to key in additional fields, such as shares and payments. Selection of this option will produce the following screen.

Figure 5.3-19. SGLI

To select a record to process, enter the SSN of the soldier. If the SSN is valid, the form will automatically be populated with the soldier's "Name" and "Rank". Legal Name and SGLV-8286 Amount can be updated at this time. The "Legal Name" field is required to be completed, only when the name reported by SIDPERS is incomplete. This happens when the total length of a soldier's name exceeds the 27 characters allowed by SIDPERS. Providing a Legal Name that exceeds 27 characters does NOT change the name as reported by SIDPERS.

By law a soldier is automatically insured for $200,000. If the soldier requests a reduction or an increase in insurance, enter the adjusted amount. Insurance can be reduced in $10,000 increments. The amount of insurance offered ranges between $0 and $200,000 dollars. Press <F2> to select from a list of list of amount choices.

Once you have completed the previous data entry requirements, press <F3> to save. The "SGLV-8286 (Master Menu)" will appear.

This menu displays a list of beneficiaries and trusts previously identified (if any), detailing their status, PRIN

(principal) or CONT (contingent), and the percentage of payment for each.

The total of shares (percentages) for each principal and contingent beneficiaries and trusts must equal but cannot exceed 100%. Before adding a new beneficiary or trust, make note of the existing percentages from the browse menu. If totals are already at 100%, you must **first** reduce percentages of existing beneficiaries or trusts by the amount you expect to allot to the new beneficiary or trust.

In the DD93 column, yes (Y) or no (N) indicates whether each beneficiary is also reflected on the DD-93 (emergency notification form). This is a reminder to the in-processing clerk to ask the soldier if the DD-93 also needs to be reviewed.

Beneficiary Actions:

To delete a beneficiary, highlight the beneficiary's name and press <F8/F5>. After verifying that you have selected the right person's name at the "Delete SGLV-8286 Name detail" screen, press <F3> to continue. From the delete confirmation screen, which appears next, press <Enter> to complete the deletion. If the name is not on another list, it will be deleted from the database.

To change information about a beneficiary such as address, highlight the beneficiary's name at the SGLV-8286 (Master Menu) and press <Enter>. This displays the "SGLV Form 8286 (Benefits Designation)" screen as shown.

To add a new beneficiary, highlight "SELECT NEW PERSON FOR SGLV FORM 8286" option from the "SGLV Form 8286 (Master Menu)" and press <Enter>. This displays the "SGLV Form 8286 (Select Menu)" screen as shown.

Highlight "ADD NEW ASSOCIATED PERSON" option from the "SGLV Form 8286 (Select Menu)" and press <Enter>. This displays the "SGLV Form 8286 (Benefits Designation)" screen as shown.

```
            SGLV Form 8286 (Benefits Designation)
SSN: 000111231        Name: AAFRY CHIX              Rank: CW3

Beneficiary Name: _____      Relation: _____
Beneficiary SSN: _____  DOB: _____  Existence Status: _____
Unusual Designation: N
Lives with Soldier? Y
 Guardian Name: _____   Relation: _____
 Unit/Street: _____
 City: _____  State: __  ZIP Code: _____ - ____
 Foreign State: _____  Country: __  APO/FPO: ___
 Gateway Area Code: __  Foreign Postal Code: _____
 Phone Number: _____

              Principal/Contingent: P
               Number of Shares: 0__ /100
               Number of Payments: 1_

     F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL
Enter Beneficiary's Name
```

If you are adding or changing information about a beneficiary, this screen displays the soldier's SSN, name, and rank. Other fields accessed from this screen are described as under.

Field	Description
Beneficiary Name:	Enter the name of the beneficiary. The format for an Associated Person's name is the following: "First Name", "Middle Name" "Last Name" "Person Version Number". "Person Version Number" is "III" or "Jr".
Relation:	Press <F2> to see a list of choices (e.g., wife; son).
Unusual Designation:	Enter <Y> for 'yes' or <N> for 'no' if the beneficiary is an unusual designation. If the beneficiary meets the criteria above as an unusual designation, then the soldier is required to receive counseling. Counseling of the soldier for unusual beneficiary designations must be completed in accordance with AR 608-2, as follows:

When a soldier is likely to be survived by either dependents or parents, or when the soldier names some other person as beneficiary, then a responsible person (officer, WO, senior NCO (E7 to E9), or civilian of equivalent GS-6 and higher, will counsel the soldier. As a minimum, the counselor will advise the soldier that SGLV-8286 is intended to provide some form of financial security for dependents or parents. Additionally, soldiers will be informed that election of beneficiaries is a personal choice requiring careful consideration. Consult the governing directive and/or the appropriate supervisor for policy guidance. |
Lives With Soldier?:	Enter <Y> for 'yes' or <N> for 'no' to indicate whether or not the beneficiary lives with the soldier. If yes, address fields are filled automatically.
Guardian Name:	Enter the name of the guardian.
Relation:	Enter the relationship to the soldier.
Unit/Street Address:	Complete the beneficiary's address (if not living with soldier). Fill

in as complete an address as possible (Unit/Street, City, State, Zip, Foreign State, Country, APO/FPO, Gateway Area Code, Foreign Postal Code, and Phone Number). While in any address field, you can press <F8/F6> to get a browse menu of all existing addresses associated with the soldier and the soldier's family members. Highlight the applicable address and press <Enter>. All of the address fields will then populate. This function eliminates the need to reenter the same address for multiple beneficiaries who reside at the same address.

Principal/Contingent:
Enter <P> (Principal) or <C> (Contingent). Proceeds are paid to the beneficiary (ies) named or as provided "By Law" if that is the selection. A total of 10 beneficiaries, can be named according to the following structure:

Principal-By Law and 10 contingents; or 10 principals and Contingency-By Law; or 10 beneficiaries split between the two categories.

Number of Shares:
Enter the number of shares this beneficiary should receive (1 to 100). The total of all beneficiary shares must equal 100 before an SGLV-8286 form can be printed.

Number of Payments:
Pay out to the beneficiary can be in 1 installment or in 36 as directed by the soldier.

Trust Actions:

To delete a trust, highlight the trust's name and press <F8/F5>. After verifying that you have selected the right trust at the "SGLV Form 8286 (Delete Trust)" screen, press <F3> to continue. From the delete confirmation screen, which appears next, press <Enter> to complete the deletion. If the trust is not on another list, it will be deleted from the database.

To change information about a trust such as the distribution of shares, highlight the trust's name at the SGLV-8286 (Master Menu) and press <Enter>. This displays the "SGLV Form 8286 (Trust)" screen as shown below.

```
┌────────────────────────────────────────────────────────────┐
│                  SGLV Form 8286 (Trust)                      │
│                 *CHANGING RECORD*                            │
│                                                              │
│ SSN: 111111111    Name: JACKSON JOHN JAMES      Rank: PV1    │
│                                                              │
│          Name of Trust: MARY TRUST                          │
│                                                              │
│ Trust Language for SGLV-8286:                               │
│ This is Mary's trust for the future                         │
│ _____          │
│ _____          │
│ _____          │
│                                                              │
│              Principal/Contingent: P                         │
│                 Number of Shares: 10  /100                   │
│               Number of Payments: 1                          │
│                                                              │
│           F3 = SAVE to process;  F6 = CANCEL                 │
└────────────────────────────────────────────────────────────┘
```

To add a new trust, highlight "ADD A NEW TRUST FOR SGLV FORM 8286" option from the "SGLV Form 8286 (Master Menu)" and press <Enter>. This displays the "SGLV Form 8286 (Trust)" screen as shown.

```
┌────────────────────────────────────────────────────────────┐
│                  SGLV Form 8286 (Trust)                      │
│                  * ADDING RECORD *                           │
│                                                              │
│ SSN: 111111111    Name: JACKSON JOHN JAMES       Rank: PV1   │
│                                                              │
│          Name of Trust: _____          │
│                                                              │
│ Trust Language for SGLV-8286:                                │
│                                                              │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│                                                              │
│              Principal/Contingent: P                         │
│                  Number of Shares: 0__ /100                  │
│                Number of Payments: 1_                        │
│                                                              │
│            F3 = SAVE to process;  F6 = CANCEL                │
└────────────────────────────────────────────────────────────┘
```

If you are adding or changing information about a trust, this screen displays the soldier's SSN, name, and rank. Other fields accessed from this screen are described as under.

Field	Description
Name of Trust:	Enter the name of the Trust. Make sure that this name is easily distinguishable from the names of the other beneficiaries.
Trust Language for SGLV-8286:	Enter specific legal language required for this trust.
Principal/Contingent:	Enter <P> (Principal) or <C> (Contingent). Proceeds are paid to the beneficiary (ies) named or as provided "By Law" if that is the selection. A total of 10 beneficiaries, can be named according to the following structure:
	Principal-By Law and 10 contingents; or 10 principals and Contingency-By Law; or 10 beneficiaries split between the two categories.
Number of Shares:	Enter the number of shares this beneficiary should receive (1 to 100). The total of all beneficiary shares must equal 100 before an SGLV-8286 form can be printed.
Number of Payments:	Pay out to the beneficiary can be in 1 installment or in 36 as directed by the soldier.

Once you have completed entering the required data, press <F3> to save the screen. Next, the SGLV Form 8286 (Select Menu) will be redisplayed reflecting your updates. Press <F6> to exit this module. To print the SGLV-8286, choose menu Option #1 from "Print SGLV-8286/DD-93". **Note**: You will not be able to print the SGLV-8286 if no beneficiaries or trusts were entered as principle beneficiaries/trusts, and if the number of shares that all of the beneficiaries and trusts combined are to receive does not equal 100%.

DD-93 Processing (Comprehensive).

Select Option #3 from the "SGLV-8286/DD-93 Family Member Processing", to gather and process information in order to produce the DD-93 form. Use DD Form 93 to gather details about a service

member's family and estate in order to assist the Survivor Assistance Officer (SAO) in locating assets and family members in case of casualty. You can also use this form to designate beneficiaries for allotment of pay in the event of the service member's death, capture, internment or missing status. AR 600-8-1 requires that a new form be prepared for service members on active duty whenever there is a change in any item or, if no changes occur, at least every 3 years.

The comprehensive DD-93 processing module contains all screens necessary for processing the DD-93 form. Once the soldier information is collected through the comprehensive module, benefit designees may be added or changed through the comprehensive menu. To save time, they may be added or changed through the associated persons DD-93 processing module, that displays only screens applicable to designating beneficiaries.

You must choose this selection to begin a completely new record for a soldier. If a soldier only needs to UPDATE or CHANGE information already recorded, use menu Option #4, DD-93 Processing (Associated Persons).

To process the full DD-93, select Option #3 from the "SGLV-8286/DD-93 Family Member Processing". The following screen will appear.

Figure 5.3-20. DD-93 Processing (Comprehensive)

Enter the SSN. If the SSN is entered correctly, and the soldier is already on the database, this form will automatically be populated with the name and rank. Legal Name, Marital Status and Last Review Date can be updated at this time.

Field	Description
Marital Status:	Press <F2> to select from a list of choices for marital status: married, single, annulled, divorced, legally separated, interlocutory (pending final divorce decree). Highlight your choice with the arrow keys and press <Enter>.
Last Date DD Form 93 Generated:	System generated when the form is printed.
Last Review Date:	System generated when the form is saved.

Once you finish entering data into this screen, press <F3> to save the screen or press <F6> to cancel. Pressing <F3> will display the DD Form 93 (Soldier Information) screen.

```
┌────────────────────────────────────────────────────────────────┐
│              DD Form 93 (Soldier Information)                    │
│ SSN: 000111231        Name: AAFRY CHIX              Rank: CW3    │
│ Insurance Companies:                         Policy Number:      │
│ BLUE CROSS BLUE SHIELD _____ 4655565 _____     │
│ _____     _____     │
│ _____     _____     │
│ _____     _____     │
│ Notify in Case of Light Injury? NO_                             │
│ Is there a Will? Y      Location of Will: FISHER HOUSE_          │
│ Disp of Remains to: _____ Relation: _____ │
│   Lives with Soldier? _                                         │
│   Unit/Street: _____                 │
│   City: _____     State: __   ZIP Code: _____-____         │
│   Foreign State: _____  Country: __   APO/FPO: __      │
│   Gateway Area Code: __   Foreign Postal Code: _____        │
│   Phone Number: _____                               │
│ Remarks: _____          │
│          _____          │
│       F3 = SAVE and proceed; F8/F6 = ADDRESS Choices; F6 = CANCEL│
│ Enter an Insurance Company                                      │
└────────────────────────────────────────────────────────────────┘
```

This screen requests information on the individual soldier. Start by asking the soldier for any commercial insurance policies and policy numbers he might have. This information is used by the Survivor Assistance Officer (SAO) to assist the family to submit claims, if the soldier dies. It also allows the soldier to make a determination whether or not to notify his family in the event that he is lightly wounded, or injured. Next, ask the soldier if he has a will and, if so, where it is located. Unmarried soldiers are encouraged to designate a blood relative to receive their remains. Use the "Remarks" section to add any additional information that seems appropriate.

Identification fields are displayed (soldier's SSN, name and rank). Input fields accessed from this screen are described below.

Field	Description
Insurance Companies/Policy Numbers:	List up to four insurance companies and policy numbers.
Notify in Case of Light Injury:	Enter <Y> (yes) or <N> (no) to indicate whether or not family members should be notified if the soldier is lightly wounded.
Is there a will/Location of will:	Answer <Y> (yes) or <N> (no) to indicate the existence of a will, and specify where it can be located.
Disposition of Remains to:	Specify the name of the person who would receive the remains of the soldier in the event that he dies. Next, indicate that person's relationship to the soldier and whether that person lives with the soldier. Fill in that person's complete address.
Remarks:	Enter free-form text for any information deemed pertinent to the individual soldier.

Once you have completed entering data into this screen, press <F3> to save the data and continue or press <F6> to cancel. Pressing <F3> will take you to the "DD Form 93 (Master Menu)".

```
┌────────────────────────────────────────────────────────────────┐
│                 DD Form 93 (Master Menu)                        │
│ NAME                      RELATION       DG%  UP%  MP%  SGLV    │
│ ─────────────────────     ─────────────  ───  ───  ───  ────   │
│ *** SELECT NEW PERSON FOR DD FORM 93 ***                        │
│>DAUGHTER                  DAUGHTER        0    0    0    Y       │
│ FATHER                    FATHER          0    0    0    Y       │
│ MOTHER                    MOTHER          0    0    0    Y       │
│ SON                       SON             0    0    0    N       │
│ SPOUSE                    WIFE            0   100  100   Y       │
│                                          ===  ===  ===          │
│ TOTALS                                    0   100  100          │
└────────────────────────────────────────────────────────────────┘
```

This menu displays persons included on the DD-93 and the immediate family members and spouses who have been added to the SGLV-8286 and family members who have been added elsewhere within the INPROC application. This menu has an option to "SELECT NEW PERSON FOR DD FORM 93". All children, no matter where they reside, must also be accounted for on this form.

You have three options in the DD Form - 93 (Master Menu).

Provided the beneficiaries are not listed elsewhere in the database, such as SGLV-8286, they may be deleted from the DD-93. Highlight the person's name on the browse menu and press <F8/F5>. After verifying that you have selected the right person's name at the "Delete DD-93 Name detail" screen, press <F3> to delete or <F6> to cancel the delete request. Pressing <F3> will display the delete confirmation screen. Press <Enter> to complete the deletion or <F6> to cancel. Next, if the person you are deleting here, appears on the SGLV-8286, you will see a message indicating this and the option to delete that person from the SGLV-8286. Press <Y> (yes) followed by <F3> if you want that person deleted from the SGLV-8286 or press <F6> if you do not want to go through with the deletion. However, father and mother can not be deleted.

To add a new beneficiary, highlight "SELECT NEW PERSON FOR DD FORM 93" option from the "DD Form 93 (Master Menu)" and press <Enter>. This displays the "DD Form 93 (Select Menu)" screen as shown.

```
                      DD Form 93 (Select Menu)
 NAME                            RELATION            SGLV  OTHER
 ----------------------------    ----------------    ----  -----
>*** ADD NEW ASSOCIATED PERSON ***
```

Highlight "ADD NEW ASSOCIATED PERSON" option from the "DD Form 93 (Select Menu)" and press <Enter>. This displays the "DD Form 93 (Benefits Designation)" screen as shown.

```
                   DD Form 93 (Benefits Designation)
 SSN: 000111231         Name: AAFRY CHIX              Rank: CW3

 Name: _____   Relationship: _____
 DOB: _____                     Existence Status: _____
 Lives with Soldier? Y
 Guardian Name: _____   Relationship: _____

 Unit/Street: _____
 City: _____ State: __ ZIP Code: _____-____
 Foreign State: _____ Country: US  APO/FPO: ___
 Gateway Area Code: __ Foreign Postal Code: _____
 Phone Number: _____

              Death Gratuity: N          Death Grat.: 0__ %
      Unpaid  Pay & Allowance: N          Unpaid Pay: 0__ %
      Missing Pay & Allowance: N          Missing Pay: 0__ %

      F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL

 Enter Name (First Middle Last); F2 = CHOICES
```

This screen collects information that applies to each person associated with the service member. A separate file must be established for each person. Files are required for "mother" and "father", and all living children, regardless of where they reside. If the service member is married, a file for the "spouse" is also required. The date of birth is only required for children under 18. The "existence" status only applies to mother and father. If children under the age of 18 do not live with the soldier, then the name of a guardian is required. Death Gratuity is paid in the order of precedence established by Title 10 of the United States Code, to the spouse, then children in equal shares. Unpaid Pay and Allowances must total 100% among all beneficiaries. Missing Pay and Allowances can be less than 100%, but not more than 100%. To change information for a beneficiary, such as address or pay allotment percentages, highlight the name at the DD Form 93 (Master Menu) and press <Enter>. This will also display the "DD Form 93 (Benefits Designation)" screen. Details

regarding each beneficiary are entered on this screen. The soldier's identification fields are displayed (SSN/name/rank).

Field	Description
Name:	Enter the first, middle, and last names of the beneficiary.
Relationship:	Specify the designee's relationship to the soldier or press <F2> for choices. Note: If the person designated as a beneficiary also meets the criteria as an "In Loco Parentis", that fact should be noted in the Remarks section of the DD Form 93 (Soldier Information screen).
Date of Birth:	Enter the designee's date of birth (only for children).
Existence Status:	For parents only, enter either living, or deceased or unknown (or select from <F2> for choices).
Lives with Soldier:	Type <Y> (yes) or <N> (no) to indicate whether the designee resides with the soldier.
Guardian Name/Relationship:	If the designee is a minor who does not live with the soldier specify the guardian's name and indicate his relation **to the soldier** (not to the minor). In case the guardian name is not available, the following screens will appear to enable to add the guardian.

```
                         DD Form 93 (Guardian Menu)
 NAME                               RELATION          REASON INELIGIBLE
 --------------------------------   ----------------  -------------------------
>*** ADD NEW PERSON FOR DD FORM 93 ***
 *** MINOR LIVING ON OWN; NO GUARDIAN ***
 DAUGHTER                           DAUGHTER          ** MINOR **
 FATHER                             FATHER
 MOTHER                             MOTHER
 SON                                SON               ** MINOR **
 SPOUSE                             WIFE              ** LIVING WITH SOLDIER **
```

```
                            Add Guardian

 Name: _____    Relationship: _____
 DOB: _____                    Existence Status: _____
 Lives with Soldier? Y

 Unit/Street: _____
 City: _____  State: __  ZIP Code: _____-____
 Foreign State: _____   Country: US  APO/FPO: ___
 Gateway Area Code: __  Foreign Postal Code: _____
 Phone Number: _____

       F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL
```

Address fields: | Fill in the designee's complete address including a phone number. If the designee is a minor and lives with a guardian, fill in the guardian's address. Also, you can press <F8/F6> to arrive at a browse menu listing all of the addresses previously entered for the soldier and accompanying family members. Highlight the desired address, if available, and press <Enter>. Next, all of the applicable fields will populate with the address data.
Death Gratuity: | The death gratuity is provided to assist a surviving spouse or child. If the soldier has no surviving spouse or children, other beneficiaries may receive the allotment if the soldier so chooses.

If the beneficiary is a spouse or child, the cursor skips this field. Specify Y (yes) or N (no) and the percentage of allotment that this person should receive.

Unpaid Pay & Allowance: Enter <Y> or <N> to indicate whether the designee should receive allowances accrued to the service member since receipt of the last paycheck (includes out standing salary and unpaid leave). If yes, specify the percentage of allowance that this person should receive.

Missing Pay & Allowance: Enter <Y> or <N> to indicate whether the designee should receive allowances if the soldier is declared missing, captured, or interned. Specify what percentage of the allowance the designee should receive. This provides guidance to, but, may be altered by the Service Secretary.

Once you have completed entering the proper data in this screen, press <F3> to save or <F6> to cancel. Next, the "DD Form 93 (Master Menu)" is redisplayed, reflecting your changes. If the beneficiary is an immediate family member (parent, spouse or child), the "Immediate Family" screen will display automatically.

```
┌────────────────────────────────────────────────────────────────┐
│                 DD Form 93 (Benefits Designation)                │
│ SSN: 000111231         Name: AAFAY CHIX          Rank: CW3       │
│                                                                  │
│ Name: _____    Relationship: _____   │
│ DOB: _____                   Existence Status: _____      │
│ Lives with Soldier? Y                                            │
│ Guardian Name: _____  Relationship: _____   │
│                                                                  │
│ Unit/Street: _____   │
│ City: _____  State: __  ZIP Code: _____-____           │
│ Foreign State: _____   Country: US   APO/FPO: ___           │
│ Gateway Area Code: __  Foreign Postal Code: _____            │
│ Phone Number: _____                        │
│                                                                  │
│           Death Gratuity: N          Death Grat.: 0__ %          │
│     Unpaid  Pay & Allowance: N        Unpaid  Pay: 0__ %         │
│     Missing Pay & Allowance: N        Missing Pay: 0__ %         │
│                                                                  │
│     F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL   │
├────────────────────────────────────────────────────────────────┤
│ Enter Name (First Middle Last); F2 = CHOICES                     │
└────────────────────────────────────────────────────────────────┘
```

This screen will only be accessible when you are working on the file of an immediate family member of the soldier. The information collected here will allow the Survivor Assistance Officer (SAO) to provide better service to the family. The maiden name is required for "wife" and "mother". The next series of questions ask if this immediate family member has a status in one of the seven branches of service (see F2 = choices). If so, in all cases the SSN is required. If the branch is Army, then the "Rank" field will be used with the appropriate Army rank. If the branch is one of the other six, then the rank must be entered in the "Official Title" block. If the family member has a civilian title, such as Mayor, then that title should be placed in the "Official Title" block. The last question deals with the service member's request to have an immediate family member NOT notified in case of the service member becoming a casualty and specifying who to notify instead.

Field	Description
Maiden name:	If the designee is the wife or mother of the soldier, enter the designee's maiden name, if known.
Service Member:	Enter <Y> or <N> if the family member is a service member.
SSN:	If the designee is a service member, enter the SSN of the family member.

Branch:	Enter the branch of service that the family member belongs to, if applicable.
Rank:	If in the Army, enter the rank of the family member.
Active Duty:	If a service member, enter <Y> or <N> if the family member is on active duty.
Official Title:	If the designee is a service member, provide as much information as possible to assist the SAO in locating this person through military channels. "Rank" applies only to Army personnel. For other branches of the service, include the person's rank in the Official Title field. Official title can also be used for non-military persons who use a title (e.g., Judge or Senator).
Notify in case of a Casualty:	Enter <Y> or <N> if the soldier does or does not want to notify the designee of an emergency medical problem or his death. A designee can be flagged for alternate notification (e.g., in case of frail health). If the designee should not be notified, enter <N> to the prompt.
Reasons to not notify:	If you have entered <N> in the above field, then you must enter a reason in this field.
Notify instead:	If you have entered <N> in the above field, then you will have to enter data in this field also.
Relationship:	If you have entered <N> in the above field, then you will have to enter data in this field also.
Address:	In this field, provide a complete address for the person who should receive notification. You can press <F8/F6> to arrive at a browse menu listing all of the addresses previously entered for the soldier and accompanying family members. Highlight the applicable address, if available, and press <Enter>. Next, all of the address fields will populate with the address data.

Once you complete entering the data required for this screen, press <F3> to save this screen or <F6> to cancel. After pressing <F3>, the "DD Form 93 (Select Menu)" will reappear and will reflect your updates. Press <F6> to exit this module. To print the DD-93, choose menu option #5 from the "SGLV-8286/DD-93 Processing Menu".

5.3.1.18 DD-93 Processing (Associated Persons).

This option allows you to gather and maintain information on associated persons of a soldier for the purposes of producing the DD-93 form. Once the comprehensive DD-93 module has been completed, you may add, change, or delete beneficiary information through this module, which skips the "Soldier Information" screen. Selection of this option from the "SGLV-8286/DD-93 Family Member Processing Menu" will display the following screen.

```
┌──────────────────────────────────────────────────┐
│         Enter SSN (DD-93 Associated Persons)       │
│                                                    │
│ SSN: 000111231   Name: AAFRY CHIX          Rank: CW3│
│                                                    │
│         F3 = SAVE to process; F6 = CANCEL          │
│                                                    │
└──────────────────────────────────────────────────┘
```

Figure 5.3-21. DD-93 Processing (Associated Persons)

Enter the service member's SSN. If the SSN is entered correctly, and the soldier is already on the database, this form will automatically be populated with the name and rank. Verify the name and rank fields, then press <F3> to continue or <F6> to cancel.

Processing for associated persons from this point is identical to the DD-93 Comprehensive module. A browse menu will appear, listing persons already included on either the DD-93 or SGLV-8286. From the "DD Form 93 (Master Menu)", you can select designees to add, change, or delete. Details regarding each beneficiary are entered on the "DD Form 93 (Benefits Designation)" screen. Upon saving that screen, the "DD Form 93 (Master Menu)" is redisplayed, reflecting your changes. If the beneficiary is a parent, spouse, or child, the "Immediate Family" screen will follow.

When you finish adding, changing or deleting beneficiaries, press <F6> to exit this module. When exiting this function, warning messages will display if mother, father, or spouse entries are missing. Pressing <Y> (yes) at this warning screen will bring you back to the "DD Form 93 (Master Menu)" where you can enter this information.

5.3.1.19 Print SGLV-8286/DD-93.

Use this selection to print completed Records of Emergency Data (DD 93) or Service-members' Group Life Insurance Election and Certificate (SGLV-8286) forms. Select Option #5 from the "SGLV-8286/DD-93 Family Member Processing", to print the SGLV-8286 or the DD-93 form. The first screen you will encounter will be a "Print SGLV-8286/DD-93" selection menu. On this menu, you have the following six options.

```
┌──────────────────────────────────────────────────┐
│             Print SGLV-8286/DD-93                  │
│  1.  Print SGLV-8286                               │
│ >2.  Print DD-93                                   │
│  3.  Print SGLV-8286/DD-93 Worksheet by SSN        │
│  4.  Print SGLV-8286/DD-93 Worksheet by Unit       │
│  5.  Print SGLV-8285                               │
│  6.  Load Laser Fonts                              │
│ 99.  Return to Master Menu                         │
└──────────────────────────────────────────────────┘
```

Figure 5.3-22. Print SGLV-8286/DD-93

5.3.1.20 Print SGLV-8286.

Use this option to print a completed SGLV-8286 Form for an individual soldier. Instructions for the Print SGLV-8286 option are as follows: At the "Print SGLV-8286/DD-93" selection menu, highlight SGLV-8286 (Option #1) and then press <Enter>. The following screen will appear.

Figure 5.3-23. Print SGLV-8286

To select a soldier, enter the SSN. If it is a valid SSN, this form will automatically be populated with the Name and Rank. Also, enter the witness' NAME who will sign as witness at the bottom of the form, including witness' rank, title or grade and witness' organization. It also prompts you if you want to print instructions. The default is 'N' for NO. Next, press <F8/F1> to print the selected form. This will take you to "Print Destination" screen. Enter the number of copies; class of printer and printer name. Press <F3> to print. Press <F6> to cancel the print procedure.

5.3.1.21 Print DD-93.

Use this selection to print completed Records of Emergency Data (DD Form 93) for a soldier. To print the DD-93 form, select Option #2 from the "Print SGLV-8286/DD-93" menu. The following screen will appear.

Figure 5.3-24. Print DD-93

To select a soldier, enter the SSN. If it is a valid SSN, this form will automatically be populated with the Name and Rank. Press <F8/F1> to print the selected form. This will take you to "Print Destination" screen. Enter the number of copies; class of printer and printer name. Press <F3> to print. Press <F6> to cancel the print procedure.

5.3.1.22 Print SGLV-8286/DD-93 Worksheet by SSN.

This item allows you to print the SGLV-8286/DD-93 Worksheet for a soldier by the SSN. Select Option #3 from the Print SGLV-8286/DD-93 menu. The following screen will appear.

Figure 5.3-25. Print SGLV-8286/DD-93 Worksheet by SSN

This form allows you to print the SGLV-8286 worksheet, DD-93 worksheet and instructions. Blank form or forms for a soldier may also be printed from this screen.

Enter <Y> (yes) or <N> (no) at the prompts asking what items you want to print. Next, enter the SSN

of the soldier for whom you are making the printouts. The last step is to press <F8/F1> to start the printing process. You will then see the "Print Destination" screen. Enter the number of copies; class of printer and printer name. Press <F3> to print. Press <F6> to cancel the print procedure.

5.3.1.23 Print SGLV-8286/DD-93 Worksheet by Unit.

This item allows you to print the SGLV-8286/DD-93 Worksheet for an entire unit by the Unit Identification Code (UIC). To print the SGLV-8286/DD-93 worksheet by unit, select Option #4 from the Print SGLV-8286/DD-93 menu. You will arrive at the Print SGLV-8286/DD-93 Worksheet by Unit screen.

```
┌────────────────────────────────────────────────────┐
│        Print SGLI/DD-93 Worksheet by Unit           │
│                                                      │
│ UIC: _____    Unit Name: _____  │
│                                                      │
│      Print SGLI: Y            Print DD-93: Y         │
│                                                      │
│           F8/F1 = PRINT; F6 = CANCEL                 │
└────────────────────────────────────────────────────┘
```

Figure 5.3-26. Print SGLV-8286/DD-93 Worksheet by Unit

Enter a valid Unit Identification Code (UIC) or press <F2> to get a list of valid UIC. Highlight the desired UIC with your arrow keys and press <Enter>. Press <Enter> again to populate the Unit Name field. Next, enter <Y> (yes) or <N> (no) at the field prompts asking you if you want to print the SGLV-8286 and/or the DD-93. Once you complete the above steps, press <F8/F1> to print. The "Print Destination" screen will appear. Enter the number of copies; class of printer, and printer name. Press <F3> to print. Press <F6> to cancel the print procedure.

5.3.1.24 Print SGLV-8285.

Selection of this option from the "Print SGLV-8286/DD-93" will display the following screen.

```
┌────────────────────────────────────────────────────┐
│           Enter SSN (Print SGLV-8285)               │
│                                                      │
│ SSN: 000111231   Name: _____  Rank: ___ │
│                                                      │
│ CURRENT SGLI AMOUNT: _____   NEW SGLI AMOUNT: _____ │
│                                                      │
│           F8/F1 = PRINT; F6 = CANCEL                 │
└────────────────────────────────────────────────────┘
```

Figure 5.3-27. Print SGLV-8285

Enter the SSN of the soldier and press <Enter>. This will populate the name, rank of the soldier and the current SGLV-8286 amount. Enter the new SGLV-8286 amount you wish to change and press <F8/F1> to print or <F6> to cancel the operation.

In case the soldier has already the maximum allowable account in SGLV-8286, then the following message will appear.

```
                              NOTE




                    The SGLV Form cannot be printed.

           The soldier you have entered already has the maximum allowable
                          SGLI coverage amount ($200,000).






                          Press RETURN to continue
```

5.3.1.25 Load Laser Fonts.

Selection of this option from the "Print SGLV-8286/DD-93" will display the following screen.

```
                    Load Laser Fonts

           LASER PRINTER NAME: _____

        F3 = SAVE to continue; F6 = CANCEL to abort
```
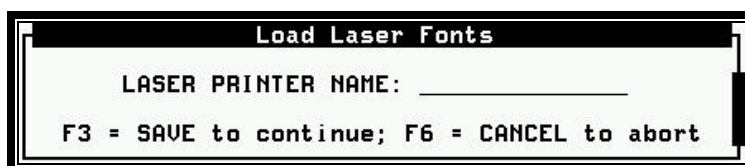
Figure 5.3-28. Load Laser Fonts

Enter the printer name or select from <F2> Choices.

```
                      Available Laser Printers
      2537las1-s        TEST FOR SGLI
     >2537las1          TEST FOR 93
      2603las1          BLDG 2603 OL830P IN/OUT FORMS
      2603las1-s        BLDG 2603 FOR SGLI AND 93 OL830P
      2603las2-s        BLDG 2603 IN/OUT FOR SGLI/93
      2603vol1          2603 TRANSITION POINT
      c2577las1         BLDG 2577 OL830P IN/OUT FORMS
      c2577las1-s       BLDG 2577 FOR SGLI AND 93 OL830P
      c2577las2-s       BLDG 2577 IN/OUT FOR SGLI/93
      c2577vol1         2577 TRANSITION POINT
      camappocprt       APPOC TEST PRINTER
      laser             BY THE FRIDGE
```

Pressing <F3> will produce the following screen.

```
                          Loading Laser Fonts




         The laser fonts are currently being downloaded to the printer in the
         background.  It will take a few minutes for this process to complete.
         It is advisable not to send any print jobs to the printer until the
         fonts are completely loaded.




                          Press RETURN to continue
```

Press <Enter> to continue.

5.3.1.26 SIDPERS Transaction Menu.

From this menu, you can prepare any of eight transactions for submission to the SIDPERS Interface Branch (SIB) in the installation Military Personnel Division (MPD). Access to this menu is restricted by security permissions assigned to each INPROC user established by your installation's FA. From this menu you can perform an arrival transaction, a departure transaction or revoke either type of transaction. You may also choose this menu item to prepare a TDR "N" transaction, if required. Selection of this menu from the "PCS Normal Menu" will display the following sub-menu.

```
            SIDPERS Transaction Menu
  1.  Add a Soldier to Database (Arrival Transaction)
 >2.  Depart a Soldier (Departure Transaction)
  3.  Revoke an Arrival Transaction
  4.  Revoke a Departure Transaction
  5.  Create TDR "N" Transaction
  6.  Create "NX" Transaction
  7.  Create "SEP" Transaction
  8.  Transaction Maintenance Menu
 99.  Return to the Master Menu
```

Figure 5.3-29. SIDPERS Transaction Menu

5.3.1.27 Add Soldier to Database.

When a service member reports to a new duty station, an arrival transaction must be submitted to SIDPERS. If a service member has not been reflected on SIDPERS as having a "pending gain" status, you must first complete a TDR "N" Transaction before an arrival transaction can be submitted. This selection will allow you to prepare a SIDPERS "ARRIVAL" transaction. This selection will only be used when the soldier has been reported as a "PENDING GAIN" by SIDPERS. You may not be allowed access to this menu depending on whether you have been granted permission to prepare ARRIVAL transactions by your supervisor. To prepare an arrival transaction, select this option from the "SIDPERS Transaction Menu". The following screen will appear.

```
         Add a Soldier to Database (Arrival)

   SSN: _____

   DATE: _____    NAME: _____    ORIG: __

   REPORTING DATE: _____

   LOSING UIC: _____

   GAINING UIC: _____

   GRADE ABBREVIATION: ____

   PMOS (ENL/WO)  AOC (OFF): _____

   SEX: _        POSN: ____

              F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.3-30. Add Soldier to Database (Arrival)

Field	Description
SSN:	Enter the soldier's SSN whose arrival information is to be added or updated.
Date:	Enter the date of the transaction in the standard format.
Name:	Enter the soldier's name (Last, first, and middle name).

ORIG: Personal originator code (person submitting the transaction). This field pre-populates and protects.

Reporting Date: Enter the reporting date in the standard format or you can type "today" or "t" to insert the current date.

Losing UIC: If a SIDPERS TDR was completed, this field will be filled in. Otherwise, enter the soldier's old unit (the unit the soldier is leaving), or press <F2> to select from a list of choices. You **are not** limited to the choices in the <F2> list for this field.

Gaining UIC: If a SIDPERS TDR was completed, this field will be filled in. Otherwise, enter the soldier's new unit (the unit the soldier is arriving at), or press <F2> to select from a list of choices. In this field, you **are** limited to the choices in the <F2> list.

Grade Abbreviation: Enter the soldier's rank or press <F2> for choices.

PMOS/AOC: Enter the skill code either for an enlisted service member or warrant officer (PMOS), or for an officer (AOC).

Sex: Enter M (male) or F (female).

POSN: Enter the position number. 9992 pre-populates.

Once you finish entering data into this screen, press <F3> to save the information or press <F6> to cancel.

5.3.1.28 Depart a Soldier.

This selection allows you to prepare a SIDPERS "DEPARTURE" transaction. Depending on whether you have been granted permission to prepare DEPARTURE transactions by your supervisor, you may or may not be allowed access to this menu item. To report a soldier's departure to SIDPERS, select this option from the "SIDPERS Transaction Menu". The following screen will appear.

```
┌──────────────────────────────────────────────────┐
│      Depart a Soldier (Departure Transaction)     │
│                                                   │
│  SSN: _____     DATE: _____              │
│                                                   │
│  NAME: _____  ORIG: __   │
│                                                   │
│  LOSING UIC: _____     GAINING UIC: _____       │
│                                                   │
│  REPORT DATE: _____                          │
│                                                   │
│  ULTIMATE GAINING UIC: _____     MDC: __         │
│                                                   │
│  DUTY STATUS: ___                                 │
│                                                   │
│  NUMBER OF DAYS LEAVE: __  NUMBER OF DAYS TDY: ___ │
│                                                   │
│        F3 = SAVE to commit work; F6 = CANCEL      │
└──────────────────────────────────────────────────┘
```

Figure 5.3-31. Depart a Soldier

Field   Description

SSN: Enter the service member's SSN.

Date: Enter the date of the transaction in the standard format or type "today" or "t" to insert the current date.

Name: Enter the soldier's name (last, first, middle name).

ORIG: This field pre-populates and protects.

Losing UIC:	Enter the soldier's old unit (the unit the soldier is leaving), or press <F2> for choices. The UIC entered here is limited to the codes shown on the list when you press <F2>.
Gaining UIC:	Enter the soldier's new unit (the unit the soldier is arriving to) or press <F2> for choices.
Reporting Date:	Enter the reporting date in the standard format or type "today" or "t" to insert the current date.
Ultimate Gaining UIC:	Enter the soldier's target unit. For example, if the gaining unit is temporary, specify the unit that the soldier will ultimately report to.
MDC:	Enter the soldier's Movement Designator Code (MDC) or press <F2> to select from a list of choices.
Duty Status:	Enter the soldier's new duty status or press <F2> to select from a list of choices.
Number of Days Leave:	Enter the number of authorized leave days, if any.
Number of Days TDY:	Enter the number of authorized TDY days, if any.

Once you complete entering data into this screen, press <F3> to save the information or press <F6> to cancel.

5.3.1.29 Revoke an Arrival Transaction.

Use this option to void the erroneous reporting of an arrival transaction that has been previously uploaded to SIDPERS. By providing the requested information, a "Revocation of Arrival" SIDPERS transaction will be processed. Depending on, whether you have been granted permission to prepare SIDPERS transactions, you may or may not be allowed access to this menu item. To revoke an arrival transaction, select this option from the "SIDPERS Transaction Menu". The following screen appears.

Figure 5.3-32. Revoke an Arrival Transaction

Field	Description
SSN:	Enter the service member's SSN.
Date:	Enter the date in the standard format.
Name:	Populates this field with appropriate data.
Reporting Date:	Populates this field with appropriate data.
Orig.:	This field pre-populates and protects.
Losing UIC:	Enter a valid UIC or press <F2> to get a list of choices. **Note:** You are **not** limited to the UIC choices in the <F2> list to enter

in this field. However, this must agree with the previous arrival transaction.

Gaining UIC: Enter a valid UIC or press <F2> to get a list of choices. **Note:** You **are** limited to the UIC choices in the <F2> list to enter in to this field. However, this must agree with the previous arrival transaction.

Verify that the transaction is the one you wish to revoke, then press <F3> to commit the action or press <F6> to cancel.

5.3.1.30 Revoke a Departure Transaction.

Use this option to void the erroneous reporting of a departure transaction that has been previously uploaded to SIDPERS. To revoke a departure transaction, select this option from the "SIDPERS Transaction Menu". The following screen will appear.

```
╔══════════════════════════════════════════════════╗
║          Revoke a Departure Transaction          ║
╟──────────────────────────────────────────────────╢
║  SSN: _____   DATE: _____               ║
║                                                  ║
║  NAME: _____   ORIG: __          ║
║                                                  ║
║  REPORTING DATE: _____                      ║
║                                                  ║
║  LOSING UIC: _____                              ║
║                                                  ║
║  GAINING UIC: _____                             ║
║                                                  ║
║       F3 = SAVE to commit work; F6 = CANCEL      ║
╚══════════════════════════════════════════════════╝
```

Figure 5.3-33. Revoke a Departure Transaction

Field   Description
SSN: Enter the service member's SSN.

Date: Enter the date either in the standard format.

Name: This field will populate with the appropriate data.

Reporting Date: This field will populate with the appropriate data.

Orig.:   This field pre-populates and protects.

Losing UIC: Enter a valid UIC or press <F2> to get a list of choices. **Note:** You are **not** limited to the UIC choices in the <F2> list to enter in this field. However, this must agree with the previous arrival transaction.

Gaining UIC: Enter a valid UIC or press <F2> to get a list of choices. **Note:** You **are** limited to the UIC choices in the <F2> list to enter in this field. However, this must agree with the previous arrival transaction.

Verify that the transaction is the one you wish to revoke, then press <F3> to commit the action or press <F6> to cancel.

5.3.1.31 Create TDR "N" Transaction.

This selection will allow you to prepare a SIDPERS Transfer Data Record (TDR "N") transaction. Use this selection only when the soldier has NOT been reported as a "PENDING GAIN" through SIDPERS (i.e., when the SSN, although entered correctly is not recognized by the system). Depending on, whether you have been granted permission to prepare SIDPERS transactions by your supervisor, you may or may NOT be allowed to access this menu item.

To submit an arrival transaction to the SIDPERS database, the soldier must first be reflected in SIDPERS as being expected to arrive at the installation ("pending gain"). If a soldier is not a pending gain, submission of a TDR "N" Transaction is required. Select this option from the "SIDPERS Transaction Menu" to submit an arrival transaction to the SIDPERS database. The following screen will appear.

Figure 5.3-34. Create TDR "N" Transaction

Enter the SSN, name, and rank of the soldier. Press <F3> to continue. Depending on the service member's rank, a set of screens (cards) for either officer or enlisted soldiers will appear. Complete the following fields from Card 1:

Field	Description
MPC:	Enter the Military Personnel Class (E, W, or O).
DOR:	Enter the Date of Rank in the standard format.
Sex:	Enter <M> for Male or <F> for Female. Press <F2> for choices.
Race:	Press <F2> to select from a list of choices for race.
SVC Comp:	Enter the Service Component. You can select from a list of choices by pressing <F2>.
AOC/PMOS:	Enter the soldier's PMOS or AOC (for officers).
SKILL/ASI2 or ASI:	Enter the soldier's skill level.
First Language ID:	Enter the identification code for the soldier's first, (i.e., best) proficient language. You can select from a list of choices by pressing <F2>.
Second Language ID:	Enter the identification code for the soldier's second language, if

	any. As with the FIRST LANGUAGE ID, you can select from a list of choices by pressing <F2>.
VSSN:	Enter <Y> (yes) if the SSN has been verified. This field is protected from data entry most of the time.
PULHES:	Enter the Physical Profile Series code. Valid entries are 6-digit numbers with each digit being from 1 to 4.
Citizenship Status:	Enter the Citizenship Status. You can select from a list of choices by pressing <F2>. This field will appear for enlisted service members only.
Physical Category Code:	Enter the Physical Category Code. You can select from a list of choices by pressing <F2>.
PERS SECURITY INV COMP:	Press <F2> for a list of valid entries for this field.
Strength Transaction:	Enter the code to reflect assigned or attached status. You can select from a list of choices by pressing <F2>.
ORIG:	This field pre-populates and protects.

Once you complete Card 1, press <F3> to save the information and continue to Card 2 as shown and complete the fields.

```
+----------------------------------------------------------+
|              Create TDR "N" (OFFICER) CARD 2             |
|                                                          |
| SSN: 000111231  GAINING UIC: _____  LOSING UIC: W8VAAA  |
|                                                          |
| REPORTING DATE: 2008/06/28  DEPARTURE DATE: _____   |
|                                                          |
| DELAY IN SEP: _  ESA: _____  DROS: _____       |
|                                                          |
| DEROS: _____  DOB: _____  BASD: _____  PEBD: _____ |
|                                                          |
| YR/MO LAST PHOTO: ____   YR/MO ELIG AFRH: ____   SVC AGMT: _ |
|                                                          |
|                                                          |
|           F3 = SAVE to commit work; F6 = CANCEL          |
+----------------------------------------------------------+
```

Field	Description
Gaining UIC:	Enter the new unit (the unit to which the soldier is transferred) or press <F2> for choices.
Losing UIC:	Enter the old unit (the unit the soldier is leaving) or press <F2> for choices. The UIC entered into this field is **not** limited to the choices on the list when you press <F2>.
Reporting Date:	Enter the Reporting Date in the standard format or type "t" or "today" to insert the current date.
Departure Date:	Enter the Departure Date either in the standard format or type "t" or "today" to insert the current date.
Delay in Sep:	Enter the Delay in Separation code. You can select from a list of choices by pressing <F2>.
ESA or ETS:	Enter the Expiration Service Agreement (ESA) or Expiration Term of Service (ETS) date in the standard format. The prompt is dependent on the entry for rank.

DROS:	Enter the Date Returned from Overseas (DROS).
DEROS:	Enter the Date Eligible to Return from Overseas (DEROS).
DOB:	Enter the Date of Birth (DOB).
BASD:	Enter the Basic Active Service Date (BASD).
PEBD:	Enter the Pay Entry Basic Date (PEBD).
YR/MO Last Photo:	Enter the date photo last taken in the *YYMM* format.
YR/MO Eligible for AFRM:	Enter the date eligible for Armed Forces Reserve Medal (AFRM) in the *YYMM* format.
Service Agreement:	Enter the Service Agreement Code (SAC). You can select from a list of choices by pressing <F2>.
Term Enlistment:	Enter the Term of Enlistment.
Civilian Education Level:	Enter the Civilian Education level attained. Select from a list of choices by pressing <F2>.
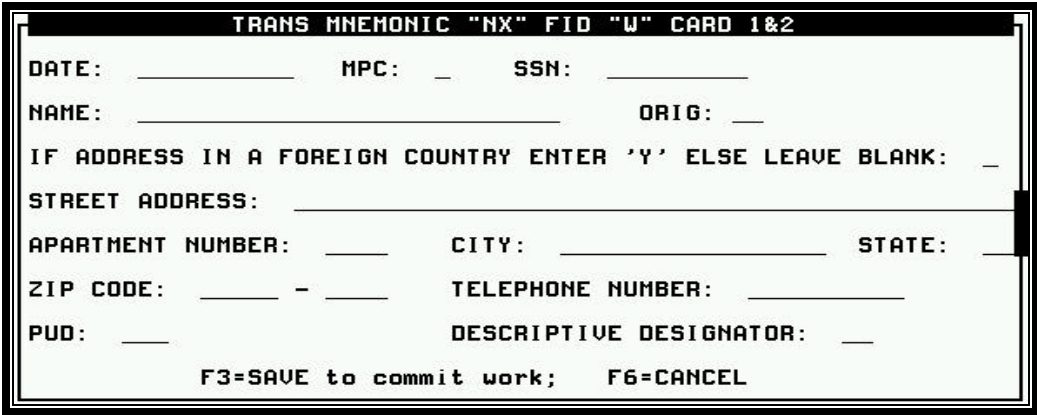
Press <F3> to save the information or press <F6> to cancel.

5.3.1.32 Create "NX" Transaction.

Select this option from the "SIDPERS Transaction Menu" to display the following screen.

Figure 5.3-35. Create "NX" Transaction

Field	Description
MPC:	This field populates from the database.
SSN:	Enter the SSN of the soldier.
Name:	This field will be populated from the database.
Orig.:	This field will be populated from the database.
Street Address:	Enter the street name.
Apartment Number:	Enter the apartment number.
City:	Enter the city name.
State:	Enter the state name.
Zip Code:	Enter the 9 digit zip code of the city.
Telephone No.:	Enter the telephone number.

PUD: Enter the PUD.

Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.33 Create "SEP" Transaction.

Select this option from the "SIDPERS Transaction Menu" to display the following screen.

```
┌─────────────────────────────────────────────────────┐
│              TRANS MNEMONIC "SEP"                     │
│ DATE: _____      NAME: _____  │
│                                                       │
│ SSN: _____       ORIG: __        UPC: _____     │
│                                                       │
│ TYPE OF TRANSFER OR DISCHARGE:  _                     │
│                                                       │
│ SPD: ____      CHAR-SVC: _       SGLI-COVG: ___       │
│                                                       │
│ ELIG-IMMED-ENL-REENL:  __                             │
│                                                       │
│ ASSIGNMENT CODE LAST MAJOR CMD:  __                   │
│                                                       │
│ DATE OF SEPARATION:  _____                       │
│                                                       │
│ SEPARATION TO IRR INDICATOR CODE:  _                  │
│                                                       │
│         F3 = SAVE to continue; F6 = CANCEL            │
└─────────────────────────────────────────────────────┘
```

Figure 5.3-36. Create "SEP" Transaction

Field   Description

SSN: Enter the SSN of the soldier.

Name: This field will be populated from the database.

Orig.:   This field will be populated from the database.

UPC: Enter the Unit Processing Code (UPC) of the soldier.

Type of Transfer: Enter the type of transfer or discharge of the soldier or press <F2> for choices.

```
┌──────────────────────────────────────────┐
│              TRANSFERS                     │
│  A   DISCHARGE                            │
│ >B   RELIEF FROM ACTIVE DUTY              │
│  C   RETIREMENT                           │
│  K   RELIEF FROM ACTIVE DUTY (MOBILIZED)  │
└──────────────────────────────────────────┘
```

SPD: Enter the SPD code or press <F2> for choices.

Character Service: Enter the character service code of the soldier or press <F2> for choices.

SGLV-8286-Covg.:   Enter the SGLV-8286 amount or press <F2> for choices.

Eligibility: Enter the eligibility code or press <F2> for choices.

Major Command: Enter the MACOM code or press <F2> for choices.

Separation to IRR Indicator Code: Enter the separation to IRR indicator code or press <F2> for choices.

Press <F3> to commit work or <F6> to cancel the operation.

5.3.1.34 Transaction Maintenance Menu.

Select Option #8 from the "SIDPERS Transaction Menu", to access a sub-menu of maintenance options

for SIDPERS transactions initiated through Options 1-4, including submission of the transactions to the SIB. The options under the "Transaction Maintenance Menu" are as follows:

Figure 5.3-37. Transaction Maintenance Menu

5.3.1.35 View/Print SIDPERS Transaction Menu.

This option allows you to View or Print lists of SIDPERS Transactions. A list of transactions will be displayed, and you can print the list, or select multiple transactions to view. Only mark the first line of the two lines Transaction record. To produce a record of SIDPERS transactions, select this option from the "Transaction Maintenance Menu". The following screen will appear.

Figure 5.3-38. View/Print SIDPERS Transaction Menu

From the "View/Print SIDPERS Transaction Menu", highlight and press <F2> to mark each transaction you wish to view and/or print. When you finish marking transactions, press <Enter> to view a detail screen of each selection.

Use this screen to view the SIDPERS Transaction information. You can only edit the Transaction Date. Enter a valid originator code and a valid date. Other fields are for viewing only. Press <F3> to continue to display detail screens for all marked transactions. Press <F6> at any time to exit this module. If you prefer a printed copy, press <F8/F1>. A detail of each record selected, will appear (or printed).

5.3.1.36 Delete SIDPERS Transaction Menu.

This option allows you to delete individual or multiple SIDPERS Transactions. A list of transactions will

be displayed, and you can select multiple transactions for deletion. Only mark the first line of the two lines Transaction record. SIDPERS transactions created in error may be deleted before being uploaded to the SIDPERS database. Selection of Option #2 from the "Transaction Maintenance Menu" presents the following screen.

Figure 5.3-39. Delete SIDPERS Transaction Menu

A browse menu displays a list of SIDPERS transactions. Press <F2> to mark each transaction that you want to delete. Be sure that the **>** symbol appears to the left of each transaction that you want to delete. When you are finished marking all selected transactions to delete, press <Enter>. After pressing <Enter>, you will arrive at the "Delete SIDPERS Transaction Confirmation" screen.

Use this screen to obtain confirmation before the transaction(s) is deleted. Once confirmed, the selected item(s) will be deleted permanently from the database. Enter <Y> (yes) at the "Do you wish to delete marked items" prompt and then press <F3> to delete the items. Press <F6> at any time to cancel this module.

5.3.1.37 Free Form.

This option provides a vehicle for a free-form entry of a SIDPERS transaction. Experienced users may prefer to input SIDPERS transactions directly in a free-form format that bypasses the menus offered through Options #1 through #4 from the "SIDPERS Transaction Menu". To use the free-form method of entering SIDPERS transactions, select this option from the "Transaction Maintenance Menu".

```
┌──────────────────────────────────────────────┐
│                  Free-Form                     │
│                                                │
│              Originator Code: A                 │
│                                                │
│   Transaction : _____ │
│                 12345678901234567890123456789012345678 90 │
│                     1         2         3         4    │
│                                                │
│                 _____ │
│                 12345678901234567890123456789012345678 90 │
│                     5         6         7         8    │
│                                                │
│          F3 = SAVE to commit work; F6 = CANCEL  │
└──────────────────────────────────────────────┘
```

Figure 5.3-40. Free Form

The Free-Form screen provides a system-generated Originator Code, (protected) identifying the person creating the transactions based upon his Login ID. A field representing the transaction is also displayed, broken into two lines of 40 characters each. Enter the transaction above the character count lines. Press <F3> to save the screen and continue submitting free-form entries. Press <F6> at any time to cancel.

5.3.1.38 SIDPERS Upload Transaction Menu

This menu allows you to create an upload transaction file tape. This also allows you to send the upload transaction file electronically. Selecting this option from the "Transaction Maintenance Menu" shows the following screen.

```
┌──────────────────────────────────────────────┐
│        SIDPERS Upload Transaction Menu          │
│  1.   Create Upload Transaction File Tape        │
│ >2.   Send Upload Transaction File Electronic    │
│ 99.   Return to the Master Menu                  │
└──────────────────────────────────────────────┘
```

Figure 5.3-41. SIDPERS Upload Transaction Menu

5.3.1.39 Create Transaction Upload File Tape

Option #1 creates a SIDPERS upload file for tape transfer of the transactions to the SIDPERS database. Once SIDPERS transactions have been created, you can create a list of transactions for upload to the SIDPERS database, via a 9-track tape device. Because system interface capabilities with SIDPERS may vary at each installation, check with your FA for instructions.

5.3.1.40 Send Upload Transaction File Electronic.

Once SIDPERS transactions have been created, you can create a list of transactions for electronic upload to the SIDPERS database. Because system interface capabilities with SIDPERS may vary at each installation, check with your FA for instructions. When you select this option, the following screen will appear.

```
┌──────────────────────────────────────────────┐
│              WARNING — No Blast                 │
│                                                │
│                                                │
│   Unable to Electronically Upload SIDPERS Transactions │
│                BLAST NOT FOUND                  │
│                                                │
│            RETURN to resume application         │
└──────────────────────────────────────────────┘
```

Figure 5.3-42. Send Upload Transaction File Electronic

5.3.1.41 Administrative Report Menu.

From this menu, you can produce a variety of reports, which query the INPROC database. Select this option from the "PCS Menu" (Normal) to display the following standard reports available in the "Administrative Report Menu":

```
        Administrative Report Menu
>1.   Pending Gains Report
 2.   Recent Arrival Report
 3.   In-Processing Personnel Report by Unit
 4.   In-Processing Statistics Report
99.   Return to Master Menu
```
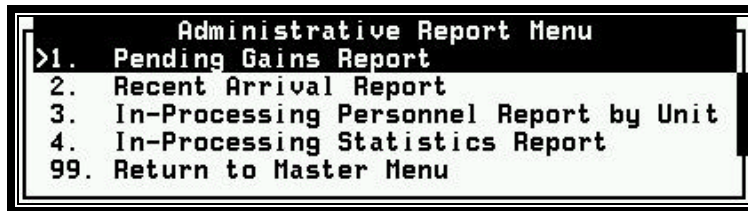
Figure 5.3-43. Administrative Report Menu

5.3.1.42 Pending Gains Report.

This report lists service members, due to arrive at an installation within a specified period. These service members are listed as "pending gains" in the SIDPERS database. To produce the report, select this option from the "Administrative Report Menu" and the following screen will appear.

```
      Date Range Selection - Pending Gain Rpt


      List Pending Gains with an Arrival Date
    from Date: _____    to Date: _____


    F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```
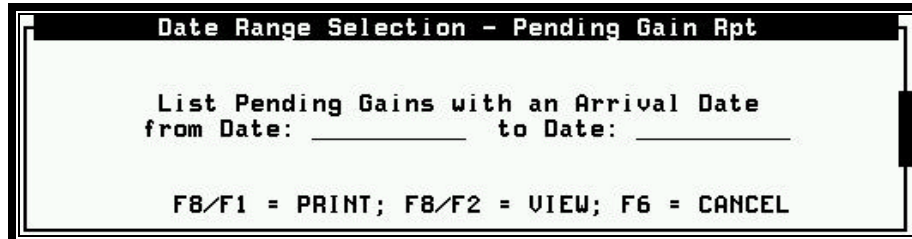
Figure 5.3-44. Pending Gains Report

At the Date Range Selection screen, enter the desired reporting dates in the standard format. If you want the report to reflect today's information, type "today" or "t" at the date field. Dates are converted to the following format for display: "*YYYY/MM/DD*".

To view the report, press <F8/F2>. To send the report to your designated printer, press <F8/F1>. This will take you to the print destination screen. Enter the number of copies; printer class and printer name. Press <F3> to print. Press <F6> to cancel the print procedure. Pressing <F6> cancels the print request and redisplays the "Administrative Report Menu".

5.3.1.43 Recent Arrival Report.

This report lists soldiers who have arrived at an installation over a specified period. To produce a report, listing soldiers who have arrived at an installation within a specified period, i.e., those service members who have been signed in to 'INPROC' select this option from the "Administrative Report Menu". The following screen will appear.

```
┌─────────────────────────────────────────┐
│ ▄ Date/Time Range Selection - Arrivals ▄ │
│                                          │
│     List Recent Arrivals for Period:     │
│                                          │
│                                          │
│   Between Date: _____, Time: ____    │
│        and Date: _____, Time: ____   │
│                                          │
│                                          │
│   Include UIC Information on Report? N    │
│                                          │
│                                          │
│ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL │
└─────────────────────────────────────────┘
```

Figure 5.3-45. Recent Arrival Report

Enter the desired reporting dates in the standard format. If you want the report to reflect today's information, type "today" at the date field. Use military time at the "Time" prompts. Typing "now" inserts the current military time. Specify Yes or No for the prompt requesting whether or not you wish to include UIC information on this report. Since including the UIC information could greatly increase the length of the report and some users might not want to include this information, the prompt is included to provide you with an option. Specifying Yes includes UIC information in the report, if available.

To view the report, press <F8/F2>. To send the report to your designated printer, press <F8/F1>. Pressing <F6> cancels the print request and redisplays the "Administrative Report Menu". A "Y" under each column on the right side of the report indicates that the following files/materials are present: DA Forms 2A/21/2B, 201, Promotion Packet, Dental, Medical, Finance, and Education. A "N" under one of these columns alerts staff that follow-up action is required.

A "Y" under "ACMP" indicates that the soldier is accompanied by family members. If there is an "*" in this column, that means that neither <Y> (yes) nor <N> (no) was entered.

5.3.1.44 In-Processing Personnel Report by Unit.

This report lists soldiers by unit who had in-processed at an installation over a specified period. To produce a report detailing the in-processing status of soldiers over a specified period, grouped by unit, choose this option from the "Administrative Report Menu". The following screen will appear.

```
┌─────────────────────────────────────────────────┐
│ ▄   Date Range Selection - Report by Unit   ▄    │
│ UIC: _____   Unit Name: _____  │
│                                                  │
│   List Personnel who are or were In-Processing   │
│                  in the date period              │
│         from: _____   to: _____         │
│                                                  │
│      F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL     │
└─────────────────────────────────────────────────┘
```

Figure 5.3-46. In-Processing Personnel Report by Unit

Enter the UIC or press <F2> for choices. At the Date Range Selection menu, enter the desired reporting dates in the standard format. If you want the report to reflect today's information, type "today" or "t" at the date field. To view the report, press <F8/F2>. To send the report to your designated printer, press <F8/F1>. Pressing <F6> cancels the print request and redisplays the "Administrative Report Menu". If a soldier has both an "Individual In-Processing Completion Date" and a "Roster Completion Date", only the Roster Completion Date will appear on this report.

5.3.1.45 In-Processing Statistics Report.

This report tallies by clearance status the number of soldiers who have in-processed at an installation over a specified period. To produce a report listing the total numbers of soldiers having completed and not completed in-processing at an installation over a specified period, choose this option from the "Administrative Report Menu". The following screen will appear.

Figure 5.3-47. In-Processing Statistics Report

Enter the desired reporting dates in the standard format. If you want the report to reflect today's information, type "today" or "t" at the date field. To view the report, press <F8/F2>. To send the report to your designated printer, press <F8/F1>. Pressing <F6> cancels the print request and redisplays the "Administrative Report Menu".

5.3.1.46 Unit Sets In-Processing Menu.

From this menu, you can in-process soldiers by groups or units. Select this menu from the "PCS Menu (Normal) In-Processing Menu" to display the following sub-menu. From this point, you can perform many In-Processing functions for groups of soldiers. Highlight an option with the arrow keys and press <Enter>, or press the number of a menu option and press <Enter> in order to select it. The following options are available from the "Unit Sets In-Processing Menu":

Figure 5.3-48. Unit Sets In-Processing Menu

Highlight an option with the arrow keys and press <Enter>, or press the number of the desired option and press <Enter> in order to select it.

5.3.1.47 Create/Maintain Roster Menu (Step 1).

In order to reach the "Create/Maintain Roster Menu", select menu Option #1 from the "Unit Sets In-Processing Menu". The following screen will appear.

```
┌────────────────────────────────────────┐
│            Get Roster ID               │
│                                        │
│        Roster ID: _____           │
│                                        │
│  In-Processing Start Date: _____  │
│  In-Processing Completion Date: _____│
│                                        │
│  Add Default Set of Required Work Centers? ___ │
│                                        │
│     F3 = SAVE to continue;  F6 = CANCEL│
└────────────────────────────────────────┘
```

Figure 5.3-49. Get Roster

Enter the data required in the Get Roster ID screen. A roster is a grouping of soldiers under one name. This list can then be used to facilitate the In-Processing of soldiers by group.

Field	Description
Roster ID:	Press <F2> to get a listing of available rosters. Next, use your arrow keys to highlight the roster that you need to work with. Use <F2> again to mark your roster selection and press <Enter>. If you are creating a roster, enter the new Roster ID code in this field instead of pressing <F2>.
In-Processing Start Date:	If this field is not pre-filled with the present date, enter the date in the standard format for the beginning date of the roster you wish to create. If you have selected a preexisting roster, this date should automatically show in this field.
In-Processing Completion Date:	Enter the date in the standard format for the completion date of the roster you are creating or updating. Since this date field is **not** a required entry field, it may not pre-populate. This date should also not be entered until In-Processing is complete.
Add Default Required Centers?:	Enter <Y> or <N> to automatically add the default work centers required for In-Processing to the roster Work schedule. Rosters created before with work centers in the schedule will display a N/A in this field and this field will be protected from any data entry.

Press <F3>. The "Create/Maintain Roster Menu" will appear, and the roster ID code you either selected or created will display at the top of this menu.

```
┌────────────────────────────────────────┐
│        Create/Maintain Roster Menu     │
│             Roster ID: MARY01          │
│   1.   Add Individual                  │
│  >2.   Remove Individuals              │
│   3.   Detach Individuals              │
│   4.   Add/Delete by Unit              │
│   5.   Add from Recent Incoming Soldiers│
│   6.   View/Print Roster               │
│  99.   Return to Master Menu           │
└────────────────────────────────────────┘
```

Figure 5.3-50. Create/Maintain Roster Menu

5.3.1.48 Add Individual.

To add individuals to a roster, select Option #1 from the "Create/Maintain Roster Menu" to reach the Add

Individual Screen.

```
╔════════════════════════════════════════╗
║             Add Individual             ║
║                                      ▓ ║
║  SSN: _____                     ▓ ║
║                                      ▓ ║
║  Name: _____    ▓ ║
║                                      ▓ ║
║  Rank: ___                           █ ║
║                                      █ ║
║  PMOS/AOC: _____                    █ ║
║                                      █ ║
║  UIC: _____                        ▓ ║
║                                      ▓ ║
║                                      ▓ ║
║    F3 = SAVE to continue; F6 = CANCEL  ║
╚════════════════════════════════════════╝
```

Figure 5.3-51. Add Individual

Field	Description
SSN:	Enter the soldier's SSN in this field. If you enter a SSN that is not in the ILIDB, you will see a warning message. At this point, you will have the option to press <Y> to have that soldier's SSN placed into the ILIDB. Note that the SSN will not be added to the SIDPERS Personnel File. If the SSN you entered is on another roster, you will also be given a message indicating that. Simply press <Y> to remove the SSN from the other roster and assign it to the present roster you are working with.
Name:	Enter the soldier's name in this field. The format is Last Name, First Name, and Middle Name without the punctuation shown here. If the SSN entered in the previous field is recognized in the ILIDB, the name of the soldier automatically appears in this field.
Rank:	Enter the soldier's military rank in this field manually. By pressing <F2>, you can get a list of military ranks. Highlight the desired rank and press <Enter> to insert the military rank in this field. If the SSN you previously entered already existed, you can only change the rank within the same grade level as the current rank.
PMOS/AOC:	If this field is not filled in, enter the soldier's PMOS/AOC. Data entry is required in this field.
UIC:	Enter the soldier's Unit Identification Code in this field or press <F2> for a list of choices. Highlight the desired choice with the arrow keys and press <Enter>.

Once you have completed the above procedures, press <F3> to process the 'add individuals' request. Press <F6> at any time to cancel without saving.

5.3.1.49 Remove Individuals.

To remove all In-Processing records of individuals on a roster, select Option #2 from the "Create/Maintain Roster Menu". You must remember that the individual(s) you are removing are in the roster you selected just before you entered the "Create/Maintain Roster Menu".

Removing an individual from a roster through the Remove Individuals screen removes all of that individual's In-Processing data, including work centers already visited. However, this function does not remove an individual's SSN, Name, or Rank from the ILIDB. If you want to remove an individual from a roster while preserving the rest of their In-Processing data, see section Detach Individuals. Highlight the Remove Individuals option in the "Create/Maintain Roster Menu" and press <Enter>. The "Remove Individuals Browse Menu" will appear.

```
╔══════════════════════════════════════════════╗
║        Remove Individuals Browse Menu          ║
║                                                 ║
║      Name                    SSN    Rank  UIC   ║
║ ------------------------- --------- ---- ------ ║
╚══════════════════════════════════════════════╝
```

Figure 5.3-52. Remove Individuals

To remove an individual from a roster, highlight the name of the individual in the browse menu and use <F2> to mark that person. Marked individual will be indicated with the > symbol on the left side of his name and will be highlighted. To unmark an individual, highlight the individual with the arrow keys and press <F2> again. The > symbol will disappear. Once you have marked all of the individuals to be removed, press <Enter> to process your request. To remove several individuals from a roster, highlight their names one at a time and press <F2> at each name. Be sure that the > symbol appears to the left of all the names you want to remove. Once this is done, press <Enter> to process your request.

While in the browse menu, you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. After pressing <Enter>, you will encounter the following "Confirm Remove Individuals" screen.

```
╔══════════════════════════════════════════════╗
║            Confirm Remove Individuals          ║
║                                                 ║
║  The individual(s) will be removed from the current roster. ║
║                                                 ║
║  All associated Out-Processing information will be permanently ║
║  removed from the database.                     ║
║                                                 ║
║        Are you certain you wish to remove?      ║
║                                                 ║
║   Enter 'Y' to proceed with remove; 'N' to abort ║
╚══════════════════════════════════════════════╝
```

From this screen, press <Y> to indicate that you wish to proceed with the removal and press <Enter>. Press <F6> if you want to cancel the process.

5.3.1.50 Detach Individuals.

To detach an individual from a roster select Option #3 from the "Create/Maintain Roster Menu". From the Detach Individuals function, you will be able to detach an individual from that roster while preserving their in-processing data including work centers already visited and more. After selecting Detach Individuals from the "Create/Maintain Roster Menu", the first screen you see will be a "Detach Individuals Browse Menu".

```
╔══════════════════════════════════════════════╗
║        Detach Individuals Browse Menu          ║
║                                                 ║
║      Name                    SSN    Rank  UIC   ║
║ ------------------------- --------- ---- ------ ║
╚══════════════════════════════════════════════╝
```

Figure 5.3-53. Detach Individuals

Use your arrow keys to highlight the individual(s) you want to detach and press <F2> to mark the

individual(s). If you want to unmark individuals, use your arrow key to highlight the marked individuals and press <F2> to remove the > symbol from the left of the each individual's name.

Once you have individuals marked for detachment, press <Enter> to process your request. The next screen asks to confirm your request to detach individuals.

```
                   Confirm Detach Individuals

       The individual(s) will be detached from the current roster.

       All associated Out-Processing information will be preserved.
       Any individual(s) without an Out-Processing Start Date will be
       assigned the Roster Starting Date.

                    Are you certain you wish to detach?

            Enter 'Y' to proceed with detach; 'N' to abort
```

If you are sure that you want to detach the marked individual(s), press <Y> to complete the detach process. If you want to cancel your detach request, press <F6> to return to the "Detach Individuals Browse Menu".

Note: If the soldier you have detached does **not** have an **Individual In-Processing Start Date**, then that soldier's Individual In-Processing Start Date will be set to the date of the old roster's **Roster Start Date**.

5.3.1.51 Add/Delete by Unit.

To add or delete soldiers from a roster by unit, select Option #4 from the "Create/Maintain Roster Menu". The first step to adding or deleting a unit from a roster is to select the proper UIC and the Unit Name.

```
                      Add/Delete by Unit
    UIC: _____    Unit Name: _____


           F3 = SAVE to continue; F6 = CANCEL
```

Figure 5.3-54. Add/Delete by Unit

Field   Description

UIC: Enter the UIC in this field or press <F2> to get a browse list of
                                        available UIC. While in this browse list, use your arrow keys to
                                        highlight a desired UIC and press <Enter>. Press <Enter> again
                                        to pre-populate the Unit Name field. If you enter a UIC code not
                                        in the browse list, INPROC will beep and not allow you to enter
                                        this data. If a UIC code should be in the browse list and is not,
                                        notify your local Database or Functional Administrator.

```
┌─────────────────────────────────────────────┐
│    UIC Browse Menu for Add/Delete Unit       │
│ W0E9AA    USA MEP CMD SOUTH CENT              │
│>W0KE10    USA TRIAL DEFENSE SERV              │
│ W0KE1A    USA TRIAL JUDICIARY                 │
│ W0U404    LAW ENFORCEMENT ACTIVI              │
│ W0U41B    AB DET SEP TRANS DET                │
│ W0U421    CO B 1ST BN 4TH BDE 76              │
│ W0U424    HQ CO PROV 76 DIV M-AT              │
│ W0U425    CO D 1ST BN 4 BDE 76 H              │
│ W0U426    HHD 4074 RECEPT STATIO              │
│ W0U432    39 RTD                              │
│ W0U4AA    USAG FT CAMPBELL                    │
│ W0U4MP    LAW ENFORCEMENT                     │
│ W0U4U1    USAG FT CKY REPL DET PP             │
│ W0U4U2    USAG FTCKY REPL DET TR              │
│ W0U4U3    USAG FTCKY SPEC PROC D              │
│ W18WAA    MEPS KNOXVILLE                      │
│ W18XAA    MEPS MEMPHIS                        │
│ W18ZAA    MEPS NASHVILLE                      │
│                                               │
│ Highlight your selection and press RETURN     │
└─────────────────────────────────────────────┘
```

Unit Name: This field automatically pre-populates after you enter a valid UIC and is protected from data entry.

Once you have completed the above steps, press <F3> to continue with the add/delete by unit process. You will see the screen where you can select members of a particular unit to add or delete from a roster.

```
┌─────────────────────────────────────────────┐
│  Select Unit Members to Add(marked)/Delete(unmarked) │
│             UIC: W05RAA                        │
│                                                │
│     Name                    SSN    Rank Roster ID │
│ ───────────────────────── ────────── ──── ────────── │
└─────────────────────────────────────────────┘
```

Figure 5.3-55. Add/Delete by Unit

Press <F8> followed by <F5> if you want to mark all the members of the unit you have selected. If you want to mark soldiers individually, highlight the unit members with the arrow keys and press <F2> to individually mark and unmark unit members. Marked individuals are highlighted and display the **>** symbol to the left.

Note: Marked individuals are always added to a roster and unmarked individuals are always deleted from a roster.

To deselect individuals, highlight their names and press <F2> so that the **>** symbol is removed. Individuals already on the roster you are working with are pre-marked and highlighted. Soldiers may be on other rosters, but only soldiers on the roster you are working with will be highlighted. Once you have marked and unmarked unit members, press <Enter> to process your request.

5.3.1.52 Add from Recent Incoming Soldiers.

To add individuals to a roster who have recently arrived for in-processing, select this option from the "Create/Maintain Roster Menu" and press <Enter>. The following screen will appear.

```
┌─────────────────────────────────────────────┐
│     Add from Recent Incoming Soldiers         │
│                                                │
│       From Date: _____                   │
│             Time: _____                        │
│                                                │
│         To Date: _____                   │
│             Time: _____                        │
│                                                │
│       F3 = SAVE; F6 = CANCEL                   │
└─────────────────────────────────────────────┘
```
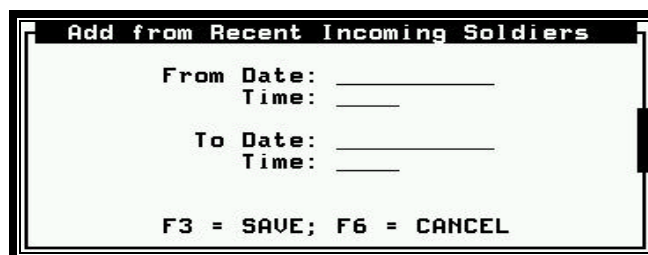
Figure 5.3-56. Add from Recent Incoming Soldiers

Field   Description

From Date: Enter the date in the standard format that marks the beginning of a date range from which you want to add recent incoming soldiers.

From Time: Enter the time in the standard military time format to mark as the beginning of a time range from which you want to add from recent incoming soldiers.

To Date: Enter the date that marks the end of a date range from which you want to add recent incoming soldiers. The **to** date can be entered in the same format as the **from** date.

To Time: Enter the time that marks the ending time of a time/date range from which you want to add recent incoming soldiers. The '**to'** time can be entered in the same format as the '**from'** time.

Once you have filled in all the above fields, press <F3> to continue your request. This will display the "Add Incoming Soldiers Browse Menu".

```
╔══════════════════════════════════════════════════════╗
║          Add Incoming Soldiers Browse Menu            ║
║                                                        ║
║      Name                    SSN     Rank PMOS/AOC  UIC ║
║ --------------------------- ---------- ---- -------- ------ ║
╚══════════════════════════════════════════════════════╝
```

In this browse menu, you can press <F8/F5> to select all individuals in the menu. You can also mark individuals by highlighting them individually with the arrow keys and pressing <F2> at each individual. To unmark an individual, highlight the individual with the arrow keys and press <F2> so that the > symbol as well as the highlight bar is removed. Once you complete marking individuals, press <Enter> to finalize your request.

5.3.1.53 View/Print Roster.

To view or print a roster, select this option from the "Create/Maintain Roster Menu". A View/Print Roster screen appears as shown.

```
╔══════════════════════════════════════════════╗
║         View/Print Current Roster            ║
║                                               ║
║          Roster ID: MARY01____                ║
║                                               ║
║ F8/F1 = PRINT;  F8/F2 = VIEW;  F6 = CANCEL    ║
╚══════════════════════════════════════════════╝
```

Figure 5.3-57. View/Print Roster

After opening the View/Print roster screen, you have the choice to view or print the roster you selected from the Get Roster ID screen encountered prior to entering the "Create/Maintain Roster Menu". The Roster ID will appear at the top of the View/Print Roster screen. To view the roster, press <F8/F2>. You will see a screen similar to the following:

```
┌────────────────────────────────────────────────────┐
│              In-Processing Roster                   │
│ Roster ID: 35EP98                    DATE: 2000/07/01│
│                                      TIME: 0837      │
│                                                      │
│              Starting Date: 1998/09/03               │
│              Completion Date: 1998/09/08             │
│                                                      │
│      Name              SSN      Rank   PMOS/AOC   UIC │
│ --------------------------- ---------- ---- -------- ------ │
└────────────────────────────────────────────────────┘
```

From this view screen, you can examine the data it provides before printing. By pressing the letter <q> you will be taken back to the "Create/Maintain Roster Menu". By pressing <Enter>, you can scroll through

subsequent pages of the roster if there are any.

If you want to print the roster, press <F8/F1>. After pressing <F8/F1> you will see a Print Destination screen. Enter the number of copies, printer class, and printer name. Press <F3> to print. Next, press <Enter> when you see the "Print in Background" screen. Press <F6> if you want to cancel the print procedure.

5.3.1.54 Add/Change Work Center for Roster Schedule.

To add or change a work center on a roster schedule, select Option #2 from the "Unit Sets In-Processing Menu". By using this option, you can add work centers to a roster, change the scheduled times, that soldiers must visit the work centers, and print roster schedules. Adding and changing work centers is discussed in this section and printing roster schedules is discussed in the following section.

ADDING WORK CENTERS TO A ROSTER SCHEDULE:

Before you can add a work center to a roster, you must first select a roster. After pressing <Enter> at Option 2 in the "Unit Sets In-Processing Menu", you will encounter the Identify Roster screen.

```
┌─────────────────────────────┐
│      Identify Roster        │
│                             │
│                             │
│   Roster ID: _____     │
│                             │
│                             │
│   F3 = SAVE; F6 = CANCEL    │
└─────────────────────────────┘
```

At the Identify Roster screen, enter the Roster ID manually or press <F2> for a list of roster choices. While in this list, use the arrow keys to highlight a roster and press <Enter>. With a roster now selected, press <F3> to continue to the Add/Change Work Center for Roster Schedule screen shown.

```
Add/Change Work Center for Roster Schedule
            Roster ID: 1111111111

                                    Start Stop
    Work Center          Date    Day Time Time  Completed
-------------------- ---------- --- ---- ----  ----------
    *** Add Work Center to Roster ***
>AER                                            NO
 BILLETING                                      NO
 CIF                                            NO
 CLUB SYSTEM                                    NO
 COMMERCIAL ACT                                 NO
 COMMISSARY                                     NO
 DENTAL FACILITY                                NO
 EDUCATION OFFICE                               NO
 FINANCE CENTER                                 NO
 HOUSING/BILLETING                              NO
 IDENTIFICATION DOCS                            NO
 LIBRARY                                        NO

Highlight your selection and press RETURN; F8/F1 = PRINT
```

Figure 5.3-58. Add/Change Work Center for Roster Schedule

To add a work center to the roster you selected, use the arrow keys to highlight the "Add Work Center to Roster" option if it is not highlighted by default and press <Enter>. After pressing <Enter>, you will be given the following browse menu of work centers you could add to the roster you have selected. Work centers already on the roster will not appear in this browse menu.

```
┌─────────────────────────────────────┐
│        Add Work Center              │
│ ACS                                 │
│ DEERS/ID CARD/ID TAG                │
│ FINANCE CLASS                       │
│ FINANCE RECORDS                     │
│ FINANCE SGT & ABOVE                 │
│ HOUSING REFERAL                     │
│ MEDICAL INPROCESSING                │
│ POV/WEA REGISTRATION                │
│ SIGN-IN CENTER                      │
└─────────────────────────────────────┘
```

In the browse menu of work centers, you can use <F2> to mark the work center you want to add. You also have the option of selecting multiple work centers by using your arrow keys to highlight the work centers and press <F2> at every work center you want to include. You can also press <F8> and then <F5> to mark all of the work centers. After marking the work centers you want to add to a roster, press <Enter> and the computer returns you to an updated Add/Change Work Center for Roster Schedule screen reflecting the work center you added.

CHANGING WORK CENTERS FOR A ROSTER SCHEDULE:

To change a work center schedule for a given roster, follow steps 1-3 as above and proceed with the following instructions:

From the Add/Change Work Center for Roster Schedule screen, use your arrow keys to highlight a work center whose scheduled time and date you want to enter or change and press <Enter>. A Change Work Center Schedule screen appears as shown below.

```
┌─────────────────────────────────────────┐
│     Change Work Center Schedule         │
│                                         │
│  Work Center: AER                       │
│                                         │
│  Appointment Date: _____           │
│                                         │
│  Appointment Day:  ___                  │
│                                         │
│  Appointment Start Time: ____           │
│                                         │
│  Appointment Stop Time:  ____           │
│                                         │
│      F3 = SAVE; F6 = CANCEL             │
└─────────────────────────────────────────┘
```

Instructions for entering data in the Change Work Center Schedule screen are described below:

Field	Description
Appointment Date:	Enter the date you want the appointment to the selected work center to be. The date must be entered in the standard format.
Appointment Day:	This field pre-populates the appointment day after you enter the appointment date.
Appointment Start Time:	Enter the time when the appointment is scheduled to start. Time must be entered in the *HHMM* format.
Appointment Stop Time:	Enter the stop time for the appointment at the work center in the *HHMM* format.

Once you have entered the dates and times, press <F3> to save. The computer will update the Add/Change Work Center for Roster Schedule screen reflecting the changed work center appointment

times.

<u>Printing Center for Roster Schedule</u>.

To print a roster schedule, select Option #2 from the "Unit Sets In-Processing Menu". Using this option, you can also add work centers to a roster and enter or change the scheduled times soldiers must visit the work centers.

Before you can print a roster, you must select a roster. After pressing <Enter> at Option #2 in the "Unit Sets In-Processing Menu", you encounter the "Identify Roster Menu" as shown.

Figure 5.3-59. Add/Change Work Center for Roster Schedule

At the Identify Roster screen, enter the Roster ID manually or press <F2> to get a list of roster choices. While in this list, use the arrow keys to highlight a roster selection and press <Enter>. Now that you have a roster selected, press <F3> to continue to the Add/Change Work Center for Roster Schedule screen as shown.

To print the roster, press <F8> followed by <F1>. You will encounter the following screen:

Enter either <Y> or <N> in the "Include all Work Center Information" field. If you enter <Y>, your printout for this roster will include general information on each work center including work center hours, what prerequisites are needed at each work center to out-process, office symbol, and the location of each work center. After entering <Y> or <N> in this field, press <F3> to continue with your print request. The print destination screen will appear. Enter the number of copies, printer class, and printer name. Press <F3> to print. Press <F6> if you want to cancel the print procedure.

5.3.1.55 Delete Work Center from Roster Schedule.

To delete a work center from a roster schedule, select Option #3 from the "Unit Sets In-Processing Menu". Instructions for properly deleting a work center from a roster schedule are as follows:

```
┌───────────────────────────┐
│     Identify Roster       │
│                           │
│                           │
│  Roster ID: 1111111111    │
│                           │
│                           │
│  F3 = SAVE; F6 = CANCEL   │
└───────────────────────────┘
```

Figure 5.3-60. Delete Work Center from Roster Schedule

The first step to deleting a work center from a roster schedule is to select a roster. After selecting Option 3 in the "Unit Sets In-Processing Menu", you will see an Identify Roster screen shown above. At the Identify Roster field, manually enter the Roster ID or press <F2> for roster choices. Select your roster choice with the arrow keys and press <Enter>. Once you have selected the roster that you want to delete a work center from, press <F3>. After completing the above procedure, you will be brought to the Delete Work Center from Roster Schedule screen shown above.

```
┌──────────────────────────────────────────────────────────┐
│        Delete Work Center from Roster Schedule            │
│              Roster ID: 1111111111                        │
│                                                           │
│                                  Start  Stop              │
│      Work Center         Date    Day  Time   Time  Completed │
│  ─────────────────── ─────────── ─── ───── ─────  ───────── │
│  AER                 1998/03/05  THU  1600   1700    NO     │
│  BILLETING                                           NO     │
│  CIF                                                 NO     │
│  CLUB SYSTEM                                         NO     │
│  COMMERCIAL ACT                                      NO     │
│  COMMISSARY                                          NO     │
│  DEERS/ID CARD/ID TAG                                NO     │
│  DENTAL FACILITY                                     NO     │
│  EDUCATION OFFICE                                    NO     │
│  FINANCE CENTER                                      NO     │
│  HOUSING/BILLETING                                   NO     │
│  IDENTIFICATION DOCS                                 NO     │
│  LIBRARY                                             NO     │
│                                                           │
│ F2 = MARK to select; F8/F5 = MARK ALL; RETURN to commit; F6 = CA │
└──────────────────────────────────────────────────────────┘
```

To select a work center for deletion, use the arrow keys to highlight the work center(s) you want to delete and press <F2>. Be sure that the > symbol and the highlight bar appear to the left of all work centers you want to delete. To delete all of the work centers under the roster you selected, press <F8> and then <F5> to mark all of the work centers.

If you change your mind and you want to unselect marked items for deletion, use the arrow keys to highlight those items one by one and press <F2> to remove the > symbol from the left of each work center. Once you have all the work centers marked for deletion, press <Enter>. After pressing <Enter>, you will be brought to a deletion confirm screen that asks you if you want to delete the items you selected.

```
┌────────────────────────────────────────────────────────────────┐
│                      Delete Work Center                         │
│ Item(s) selected will be permanently removed from the database  │
│                                                                 │
│          Do you wish to delete the item(s) selected?  _         │
│                                                                 │
│             F3 = SAVE to commit work; F6 = CANCEL               │
└────────────────────────────────────────────────────────────────┘
```

Enter <Y> and then press <F3> to process the delete request. Press <F6> if you want to cancel your request. After the computer processes your request, you will be brought back to the "Unit Sets In-Processing Menu".

5.3.1.56 Work Center Roster Completion.

To indicate that individuals under a roster have completed in-processing for a given work center, select Options #4 from the "Unit Sets In-Processing Menu". The first screen you see is shown below.

```
┌────────────────────────────────────────────────────────────────┐
│               Work Center Completion Roster ID                  │
│                                                                 │
│ Roster ID: _____      Work Center: _____    │
│                                                                 │
│                                                                 │
│                     F3 = SAVE; F6 = CANCEL                      │
└────────────────────────────────────────────────────────────────┘
```

Figure 5.3-61. Work Center Roster Completion

Enter the Roster ID manually, or press <F2> for a roster list. Use the arrow keys to highlight a roster and press <Enter>. Now you must enter the work center that you want to indicate the completion of by members of the roster you have just selected. Press <F2> to get a list of work centers associated with the roster you have selected.

```
┌────────────────────────────────────┐
│            WORK CENTER             │
│  ACS                               │
│ >BILLETING                         │
│  DEERS/ID CARD/ID TAG              │
│  DENTAL FACILITY                   │
│  EDUCATION OFFICE                  │
│  FINANCE CENTER                    │
│  FINANCE RECORDS                   │
│  FINANCE SGT & ABOVE               │
│  HOUSING REFERAL                   │
│  IDENTIFICATION DOCS               │
│  MEDICAL FACILITY                  │
│  PERSONNEL CENTER                  │
│  POV/WEA REGISTRATION              │
│  PROMOTIONS                        │
│  SECURITY CLEARANCE                │
│  SIGN-IN CENTER                    │
└────────────────────────────────────┘
```

Highlight the work center with the arrow keys and press <Enter>. After selecting a roster and a work center, press <F3> to continue with the work center completion process. After pressing <F3>, you will be brought to the Work Center Roster Completion screen.

```
┌────────────────────────────────────────────────────────────────┐
│               Work Center Roster Completion                     │
│ Name                          SSN       Rank Cleared By Comments │
│ ---------------------------- --------- ---- ---------- -------- │
│                                                                 │
└────────────────────────────────────────────────────────────────┘
```

From this screen, you can mark individuals within a roster for completion of the work center you have

selected.

To mark individuals for completion of the selected work center, highlight the individuals one at a time with the arrow keys and press <F2> at each individual. To deselect a soldier marked for completion, highlight that soldier with your arrow keys and press <F2>.

To mark all of the soldiers within a roster for completion of a work center, press <F8> and then <F5> to mark them all. The > symbol will appear to the left of all the individuals. Once you have appropriately marked individuals for completion, press <Enter>.

To enter or edit comments for soldiers marked for completion, press <F8> followed by <F6> to access the comments screen. **Note:** Comments must be entered individually for each soldier. You cannot enter the same comments for a group of soldiers marked for completion. To enter in-processing comments for individual soldiers, use your arrow keys to highlight each soldier individually. Since all the soldiers you previously marked for completion are already highlighted, you may find it difficult to see what soldier you are highlighting again to enter comments for. Therefore, as you use your arrow keys, look for the blinking cursor on the left to distinguish what soldier you are highlighting, then press <F8> followed by <F6> to enter comments.

When you reach this screen, your cursor will automatically be placed in the comments field. The SSN, Name, and the other fields are automatically filled in with the individual you highlighted just before entering this screen. Enter the comments you want to attach to the selected individual's In-Processing data.

If the soldier is flagged as having completed a work center and that work center has questions, then after pressing <Enter> at the Work Center Roster Completion screen you will be alerted that you need to answer those questions by the following message screen.

```
                        DA Form 5123-1-A Processing

     Preparing to Solicit Responses to Questions for Soldier:

              000000000  CPT            TEST

                        RETURN to continue
```

Since some of the status changes can be made for several soldiers at one time, this is necessary to indicate to you which questions apply to which soldiers. Press <Enter> and the system shows the following screen:

```
                 Personnel Inprocessing Record Questions
SSN: _____      Name: _____      Rank: ___

Work Center: PERS STR MGT-SRP       Question Display Order: __1
    Question: Has Soldier Processed Through MMRB if Profile is 3
              or 4?
    Response: ___

Work Center: PERS INFORMATION       Question Display Order: __2
    Question: Is SGLI Current?
              _____
    Response: ___ Date: _____

Work Center: PERS INFORMATION       Question Display Order: __3
    Question: Is DD Form 93 Current?
              _____
    Response: ___ Date: _____

              F3 = SAVE to Continue;  F6 = CANCEL
Please enter 'Yes' or 'No'; or press F2 for CHOICES
```

Press <F2> to enter Yes or No in answer to the Response fields. If additional fields are present, enter the

requested information or press <F2> for choices.

If in-processing has not yet been completed for all required appointments, the following message will appear advising you that scheduling for the soldier is incomplete.

```
┌─────────────Incomplete Scheduling─────────────┐
│The soldier has not scheduled all appointments │
│for required workcenters.                      │
│                                               │
│          Do you wish to continue? Y           │
│                                               │
│   F3 = SAVE to continue; F6 = CANCEL          │
└───────────────────────────────────────────────┘
```

If you want to proceed with the record anyway, respond Yes, then press <F3> to continue. To cancel the record request, press <F6>.

When you are done, press <F3> to save this data. After the computer processes your request, you are brought back to the Work Center Roster Completion screen. The individual you attached comments to will display "YES" in the comments column.

```
┌───────────────Work Center Roster Completion───────────────┐
│ Name                        SSN      Rank Cleared By Comments │
│ ─────────────────────────── ───────── ──── ────────── ──────── │
└───────────────────────────────────────────────────────────┘
```

5.3.1.57 Work Center Roster Completion Report.

To view or print a work center roster completion report, select Option #5 from the "Unit Sets In-Processing Menu". After making these selections, the first screen you see will be the Identify Roster for Completion Report screen as shown.

```
┌──────────Identify Roster for Completion Report──────────┐
│                                                         │
│                                                         │
│              Roster ID: MARY01____                      │
│                                                         │
│           Work Center: _____               │
│                                                         │
│   Completion Status: _____     │
│                                                         │
│                 Include Comments? _                     │
│                                                         │
│                                                         │
│      F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL           │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-62. Work Center Roster Completion Report

Instructions for entering data into this screen are as follows:

Field	Description
Roster ID:	Enter the roster whose completion status you want to view or print or press <F2> to display a list of current rosters. Use the arrow keys to highlight the roster and press <Enter>.
Work Center:	Enter the work center(s) you want to produce a completion report for or press <F2> for a list of work centers. Use the arrow keys to highlight a work center and press <Enter>. While in the list of work centers, you can select "ALL WORK CENTERS" so that when you produce a completion report, the completion status of all

individuals in the roster you previously selected, will be shown under each work center associated with that roster.

Completion Status: In this field, you have two choices. Press <F2> for a list of these choices. The first choice allows you to produce a report listing only soldiers with incomplete in-processing under the work center(s) that you have selected. The second choice allows you to produce a report listing every soldier's in-processing status under each work center regardless of whether they have completed In-Processing at each work center. Highlight one of these choices with the arrow keys and press <Enter>.

```
                         Completion
  LIST ONLY SOLDIERS WITH INCOMPLETE PROCESSING
 >LIST ALL SOLDIERS REGARDLESS OF COMPLETION
```

Include Comments: Enter a <Y> or a <N> depending on whether you want to include comments specific to each soldier's In-Processing at every work center in your report.

Once you have completed the previous steps, press <F8> and then <F2> to view the completion report. The completion report will be broken down by work center with each soldier and their completion status listed under each work center. A sample "Roster Completion Report" is shown below.

```
                Roster Completion Report      Date: 2000/07/01
                for Roster ID: 10AUG98        Time: 09:05

Name                              SSN       Rank   Completed    Comments
-------------------------------   ---------  ----  ----------   ---------
```

In addition to viewing the completion report, you can print it as well. After completing the Identify Roster for Completion screen, press <F8> and then <F1> to print the completion report. The print destination screen will appear. Enter the number of copies, printer class, and printer name. Press <F3> to print. Press <F6> if you want to cancel the print procedure.

5.3.1.58 Print Individual Completion Report.

To print an individual completion report, select Option #6 from the "Unit Sets In-Processing Menu". The first screen you encounter will be the ID Roster screen as shown below.

```
  ID Roster: Individual Completion Report

             Roster ID: _____

 New Unit of
 Assignment: _____


          F3 = SAVE;  F6 = CANCEL
```

Figure 5.3-63. Print Individual Completion Report

Enter a valid Roster ID manually, or press <F2> to get a current list of Roster IDs. Use the arrow keys to highlight a roster and press <Enter>. Enter the individual's New Unit of Assignment. Press <F3> to continue with the individual completion report. After pressing <F3>, the Print Individual Completion Report screen appears. This screen is shown below.

```
┌─────────────────────────────────────────────┐
│    View/Print Individual Completion Report    │
│            Name                  SSN     Rank │
│   ------------------------    ---------  ---- │
└─────────────────────────────────────────────┘
```

The first step to print an individual completion report is to mark the individuals you want to include in the report.

To mark individuals, use the arrow keys to highlight a desired individual and press <F2> to mark that individual. You can mark several individuals highlighting each individual you want to include on the report and pressing <F2> at every desired name. You also have the option to mark all the individuals on the roster by pressing <F8> followed by <F5>.

To print the Individual Completion Report(s), complete the marking process as described above. Then, press <F8> followed by <F1> to begin a print request. The Soldier Remarks screen appears.

```
┌─────────────────────────────────────────────┐
│                 Soldier Remarks               │
│   adding remark one for inprocessing          │
│   adding remark two for inprocessing          │
└─────────────────────────────────────────────┘
```

This screen allows you to select specific lines of text to print out on soldier(s) schedule report(s). To select comments to print highlight an item and press <F2>. Repeat this step for as many comments as you wish to appear on the report. After selecting all desired comments, press <Enter> to continue.

The print destination screen will appear. Enter the number of copies, printer class, and printer name. Press <F3> to print.

Next, press <Enter> when you see the "Print in Background" screen. Press <F6> if you want to cancel the print procedure.

5.3.1.59 Print DD-93/SGLI Work Sheet by Roster.

To print the DD-93/SGLV-8286 work sheet by roster, select Option #7 starting from the "Unit Sets In-Processing Menu".

```
┌─────────────────────────────────────────────┐
│  ID Roster for Print DD93/SGLI Worksheet      │
│                                               │
│          Roster ID: MARY01                    │
│                                               │
│     Print SGLI: _    Print DD-93: _           │
│                                               │
│                                               │
│        F8/F1 = PRINT; F6 = CANCEL             │
└─────────────────────────────────────────────┘
```

Figure 5.3-64. Print DD-93/SGLI Work Sheet by Roster

Instructions for entering data into this screen are as follows:

Field	Description
Roster ID:	Enter the Roster ID manually or press <F2> to get a list of available rosters. In the roster list, use the arrow keys to highlight the desired roster and press <Enter>. Press <Enter> again to advance to the next field.
Print SGLI:	Enter a <Y> or <N> depending on whether you want to print the SGLI worksheet form(s) for every soldier on the roster. After entering the appropriate value, press <Enter>.

Print DD-93:   Enter a <Y> or <N> depending upon whether or not you wish to print the DD-93 worksheet form(s) for every soldier on the roster. The DD-93 worksheet form contains emergency contact information, death gratuity information, missing pay information, and more for each soldier. After entering the appropriate value, press <Enter>.

After completing all of the previous steps, press <F8> and then <F1> to start the printing process. The print destination screen will appear. Enter the number of copies, printer class, and printer name. Press <F3> to print. Next, press <Enter> when you see the "Print in Background" screen. Press <F6> if you want to cancel the print procedure.

5.3.1.60 Work Center In-Processing Menu.

From this menu, you can print work center appointment schedules, set work center appointments for soldiers, and mark soldiers for work center clearance. This menu provides on-line work centers with the ability to view and/or print appointment schedules, reschedule appointments, and to confirm that a soldier has or has not been successfully processed through a work center. Work center employees with on-line ability can access this information directly. Selecting this option from the "PCS Menu (Normal) In-Processing" shows the following screen.

```
        Work Center In-Processing Menu
>1.   Work Center Completion Status
 2.   View/Print Appointment Schedule
 3.   Reschedule Appointment
 4.   Delete Appointments Menu
 5.   View/Print Roster
 6.   Work Center Roster Completion
 7.   Work Center Roster Completion Report
 8.   Multi-Soldier Clearance
99.   Return to Master Menu
```
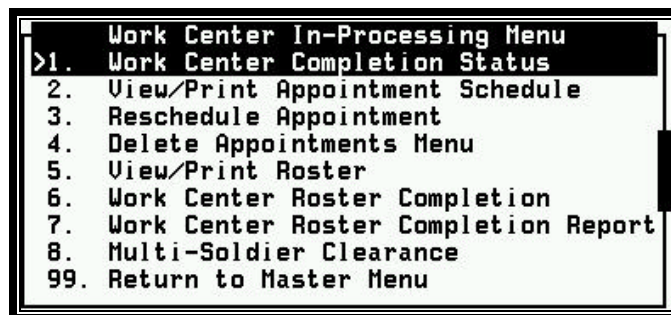
Figure 5.3-65. Work Center In-Processing Menu

5.3.1.61 Work Center Completion Status.

To update the completion status for an in-processing soldier from an on-line work center, choose Option 1 from the "Work Center In-Processing Menu" and follow the steps below.

```
          Work Center Completion Status

            Work Center: _____

SSN: _____   Name: _____   Rank: ___

            In-Processing Completed: _

    Completion Date: _____   Completion Time: ____

        Completed By: _____

Comments: _____
          _____
          _____
          _____

          Press F3 to SAVE; F6 = CANCEL
```

Figure 5.3-66. Work Center Completion Status

Enter the work center or press <F2> for choices. Enter the soldier's SSN. You can press <F2> for SSN

choices, then press <Enter> to fill in the name and rank fields. The status of the soldier's In-Processing will appear for the selected work center. To update the clearance status for this soldier, enter <Y> or <N> at the In-Processing Cleared prompt. The fields for Date, Time, and Completed By are set automatically.

Enter up to three lines of optional comments (e.g., pick up packet by Friday at noon). Comments entered here are reflected on the Installation Clearance Record.

Press <F3> to record the information or press <F6> to cancel.

If the soldier is flagged as having completed a work center and that work center has questions, then after pressing <F3> at the Work Center Completion Status screen you will be alerted that you need to answer those questions by the following message screen.

```
┌──────────────────────────────────────────────────────────┐
│                 DA Form 5123-1-R Processing              │
│                                                          │
│     Preparing to Solicit Responses to Questions for Soldier:│
│                                                          │
│         000000000  CPT            TEST                   │
│                                                          │
│                   RETURN to continue                     │
└──────────────────────────────────────────────────────────┘
```

Since some of the status changes can be made for several soldiers at one time, this is necessary to indicate to you which questions apply to which soldiers. Press <Enter> and the system shows the following screen:

```
┌──────────────────────────────────────────────────────────┐
│              Personnel Inprocessing Record Questions     │
│ SSN: _____     Name: _____  Rank: ___│
│                                                          │
│ Work Center: PERS STR MGT-SRP     Question Display Order: __1│
│     Question: Has Soldier Processed Through MMRB if Profile is 3│
│               or 4?                                      │
│     Response: ___                                        │
│                                                          │
│ Work Center: PERS INFORMATION     Question Display Order: __2│
│     Question: Is SGLI Current?                           │
│                                                          │
│     Response: ___ Date: _____                       │
│                                                          │
│ Work Center: PERS INFORMATION     Question Display Order: __3│
│     Question: Is DD Form 93 Current?                     │
│                                                          │
│     Response: ___ Date: _____                       │
│                                                          │
│          F3 = SAVE to Continue;  F6 = CANCEL             │
│ Please enter 'Yes' or 'No'; or press F2 for CHOICES      │
└──────────────────────────────────────────────────────────┘
```

Press <F2> to enter Yes or No in answer to the Response fields. If additional fields are present, enter the requested information or press <F2> for choices.

If in-processing has not yet been completed for all required appointments, the following message will appear advising you that scheduling for the soldier is incomplete.

```
┌──────────────────────────────────────────────────────┐
│                 Incomplete Scheduling                │
│ The soldier has not scheduled all appointments       │
│ for required workcenters.                            │
│                                                      │
│           Do you wish to continue? Y                 │
│                                                      │
│      F3 = SAVE to continue; F6 = CANCEL              │
└──────────────────────────────────────────────────────┘
```

If you want to proceed with the record anyway, respond Yes, then press <F3> to continue. To cancel the record request, press <F6>.

Press <F3> to record the information or press <F6> to cancel.

5.3.1.62 View/Print Appointment Schedule.

To produce a list of appointments scheduled for a particular work center, choose Option #2 from the "Work Center In-Processing Menu" then follow the steps below.

```
┌────────────────────────────────────────────────┐
│        View/Print Appointment Schedule          │
│                                                 │
│                                                 │
│    Work Center: _____            │
│                                                 │
│  F3 = SAVE to continue; F6 = CANCEL to abort    │
└────────────────────────────────────────────────┘
```

Figure 5.3-67. View/Print Appointment Schedule

Specify the work center at the "View/Print Appointment Schedule" screen or press <F2> to select from a list of authorized work centers.

```
┌────────────────────────────────────────────────┐
│          Work Center Choices (ASUP)             │
│  ACS                                            │
│ >AER                                            │
│  BILLETING                                      │
│  CIF                                            │
│  CLUB SYSTEM                                     │
│  COMMERCIAL ACT                                 │
│  COMMISSARY                                      │
│  DEERS/ID CARD/ID TAG                            │
│  DENTAL FACILITY                                 │
│  EDUCATION OFFICE                               │
│  FINANCE CENTER                                 │
│  FINANCE CLASS                                  │
│  FINANCE RECORDS                                │
│  FINANCE SGT & ABOVE                            │
│  HOUSING REFERAL                                │
│  HOUSING/BILLETING                              │
│  IDENTIFICATION DOCS                            │
│  LIBRARY                                        │
│ Highlight your choices and press RETURN         │
└────────────────────────────────────────────────┘
```

Press <F3> to continue or <F6> to cancel. After pressing <F3>, you will see the Range for Appointment Schedule screen.

```
┌────────────────────────────────────────────────┐
│         Range for Appointment Schedule          │
│                                                 │
│                                                 │
│  List Appointments - From _____ to _____ │
│                                                 │
│  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL to abort │
└────────────────────────────────────────────────┘
```

At the "Range for Appointment Schedule" screen, enter the dates in the standard format in both the **To** and **From** fields to specify a time range for which you would like to see scheduled appointments. If you want to reflect today's information in either of these fields, enter "today" or "t".

To view the report, press <F8> to display the alternate function keys, followed by <F2>. Next, your report will appear. Press <q> to quit viewing or press <Enter> to view more pages if there are any.

To send the report to your designated printer, press <F8> followed by <F1>. Press <F6> if you want to cancel the print request. After pressing <F8> and <F1> you will see the Print Destination screen. Enter the number of copies, printer class, and printer name. Press <F3> to print. Press <F6>, if you want to cancel the print procedure.

5.3.1.63 Reschedule Appointment.

Appointments that are required for a particular work center may be rescheduled through this module. To reschedule an appointment, choose Option #3 from the "Work Center In-Processing Menu" and then follow the steps below.

Figure 5.3-68. Reschedule Appointment

At the "Reschedule Appointment" screen, specify the work center or select from <F2> and specify the SSN of the soldier whose appointment needs rescheduling. You can press <F2> for SSN choices, then press <Enter> to fill in the name and rank fields. The current appointment for the soldier is then retrieved from the database and displayed. If no appointment is scheduled, a message indicating that appears and you are given the option to continue and schedule the appointment. If any appointment exists and it is displayed, press <F8> followed by <F5> to reschedule the displayed appointment. You will then be brought to the "Current Appointment Schedule Menu". An "Appointment Selection Menu" will appear alongside listing available appointments slots.

Before selecting a new appointment from this menu, browse the current appointment schedule to prevent a conflict in scheduling and to insure that the order in which appointments must be scheduled is maintained. Highlight a desired appointment time slot from the "Appointment Selection Menu" and press <Enter>. You will see the following message indicating that the appointment was successfully rescheduled.

Press <Enter>. You will then be brought back to the Reschedule Appointment screen. To reschedule other appointments, repeat the steps outlined in Step 1. If you wish to delete an appointment, select a work center for which a particular soldier has an appointment scheduled from the Reschedule Appointment screen and then press <F8/F4>. Next, you are brought to a delete confirmation screen.

```
       DELETE EDUCATION OFFICE APPOINTMENT
 Item(s) selected will be permanently removed from the database

          Do you wish to delete the item(s) selected?  _

             F3 = SAVE to commit work; F6 = CANCEL
```
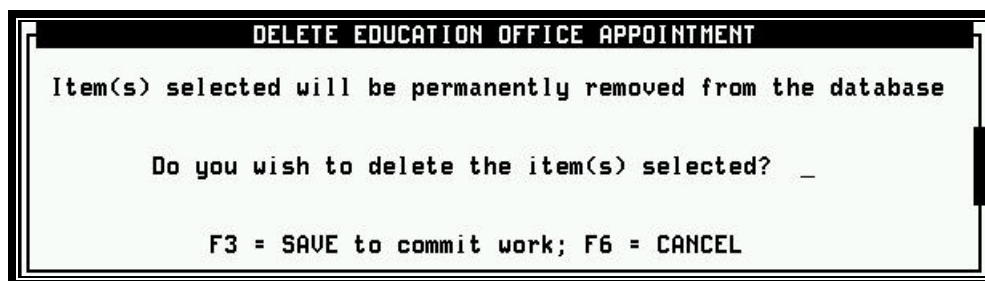
Enter <Y> when prompted to confirm the appointment deletion, then press <F3> to commit the deletion. Press <F6> at any time to cancel.

5.3.1.64 Delete Appointments Menu.

When you select this option from the "Work Center In-Processing Menu", the following screen will appear.

```
            Delete Appointments Menu
   1.  Delete Appointments by Work Center
 >2.  Delete Appointments by Individual
  99.  Return to Master Menu
```

Figure 5.3-69. Delete Appointments Menu

5.3.1.65 Delete Appointments by Work Center.

Selection of this option from the "Delete Appointments Menu" will present the following screen.

```
         Delete Appointments Browse Menu
 *** ALL WORK CENTERS ***
 DENTAL FACILITY            01 appointment
 POV/WEA REGISTRATION       01 appointment
```

Figure 5.3-70. Delete Appointments Browse Menu

Mark your selection using <F2> and press <Enter>. This will produce the following screen.

```
             Appointments for Work Center:
            CG BRIEFING            65 appointments
 *** ALL APPOINTMENTS LISTED ***
```

Highlight the item you want to delete and press <Enter>. This will take you to the following 'delete confirmation' screen.

```
        MULTIPLE APPOINTMENT DELETE CONFIRMATION
 Item(s) selected will be permanently removed from the database

          Do you wish to delete the item(s) selected?  _

             F3 = SAVE to commit work; F6 = CANCEL
```

Press <F3> to proceed with or <F6> to cancel the delete request.

5.3.1.66 Delete Appointments by Individual.

Selection of this option from the "Delete Appointments Menu" will present the following screen.

```
             Delete Appointments Browse Menu
*** ALL INDIVIDUALS ***
```

Figure 5.3-71. Delete Appointments Browse Menu

Highlight your selection and press <Enter>.

Highlight the appointment you wish to delete and press <Enter> to show the following 'delete confirmation' screen.

```
          MULTIPLE APPOINTMENT DELETE CONFIRMATION
Item(s) selected will be permanently removed from the database

        Do you wish to delete the item(s) selected?  _

           F3 = SAVE to commit work; F6 = CANCEL
```

Press <F3> to proceed with delete or <F6> to cancel the delete request.

5.3.1.67 View/Print Roster.

To view or print a roster, select Option #5 from the "Work Center In-Processing Menu". Selection of this option will display the following screen.

```
            View/Print Current Roster
              Roster ID: _____

F8/F1 = PRINT;   F8/F2 = VIEW;   F6 = CANCEL
```
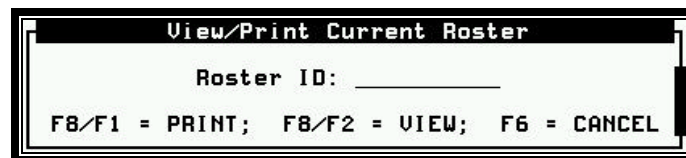
Figure 5.3-72. View/Print Roster

After the "View/Print Current Roster" screen appears, enter the roster that you wish to print or view or press <F2> to get a list of roster choices. Highlight a roster choice with the arrow keys and press <Enter>. After opening the View/Print Current Roster screen, you have the choice to either view or print the roster you have selected. To view the selected roster press <F8> and then <F2>. The following screen will appear.

```
                    In-Processing Roster
Roster ID: 3SEP98                           DATE: 2000/07/01
                                            TIME: 1007

            Starting Date: 1998/09/03
            Completion Date: 1998/09/08

      Name                 SSN      Rank   PMOS/AOC   UIC
----------------------------  ---------  ----  --------  ------
```

From this view screen, you can examine the data it provides before printing. By pressing the letter <q> you will be taken back to the View Current Roster screen. By pressing <Enter>, you can scroll through subsequent pages of the roster if there are any. If you want to print a roster, press <F8> and then <F1> to print after entering a Roster ID in the View Current Roster screen. After pressing <F8/F1> you will see a Print Destination screen. Enter the number of copies, printer class, and printer name. Press <F3> to print. Press <F6> if you want to cancel the print procedure.

5.3.1.68 Work Center Roster Completion.

This form allows you to identify a Roster ID and Work Center to display the Soldiers on the Roster and designate completion for those soldiers. Select this option from the "Work Center In-Processing Menu" to display the following screen.

```
┌──────────────────────────────────────────────────────┐
│          Work Center Completion Roster ID             ▓│
│                                                       ▓│
│ Roster ID: _____      Work Center: _____ │
│                                                       ▓│
│                                                       ▓│
│              F3 = SAVE; F6 = CANCEL                    ▓│
│                                                       ▓│
└──────────────────────────────────────────────────────┘
```

Figure 5.3-73. Work Center Roster Completion

Field	Description
Roster ID:	Enter a Roster ID or press <F2> for Choices.
Work Center:	Enter a Work Center or press <F2> for Choices.

Press <F3> to continue with the work center completion process. After pressing <F3>, you will be brought to the Work Center Roster Completion screen. Highlight the name you want to process and mark it by pressing <F2>. To mark individuals for completion at the selected work center, highlight the individuals one at a time with the arrow keys and press <F2> at each individual. To deselect a soldier marked for completion, highlight that soldier with your arrow keys and press <F2>. To mark all of the soldiers within a roster for completion of a work center, press <F8> and then <F5> to mark them all. Once you have marked individuals for completion, press <Enter>. If you need, you can enter or edit comments for soldiers by pressing <F8> followed by <F6> to get to a comments screen.

Note: Comments must be entered individually for each soldier. You cannot enter the same comments for a group of soldiers marked for completion. To enter In-Processing comments for individual soldiers, you must use your arrow keys to highlight each soldier individually. Since all the soldiers you previously marked for completion are already highlighted, you may find it difficult to see what soldier you are highlighting again to enter comments. Therefore, as you use your arrow keys, look for the blinking cursor on the left to distinguish what soldier you are highlighting to enter comments. Next, press <F8/F6> to enter comments.

When you reach this screen, your cursor will automatically be placed in the comments field. The SSN, Name, and the other fields will be automatically filled in with the information for the individual you highlighted just before entering this screen. Enter the comments you wish to attach to the selected individual's In-Processing data. Once you are done, press <F3> to save this data. After the computer processes your request, you will be brought back to the Work Center Roster Completion screen. The individual you attached comments YES will be visible in the comments column.

5.3.1.69 Work Center Roster Completion Report.

To view or print a work center roster completion report, select this option the "Work Center In-Processing Menu". After making these selections, the first screen you see will be the Identify Roster for Completion Report screen as shown.

```
┌──────────────────────────────────────────────────────────┐
│           Identify Roster for Completion Report            │
│                                                            │
│                Roster ID: MARY01____                       │
│              Work Center: _____             │
│        Completion Status: _____ │
│                                                            │
│                   Include Comments? _                      │
│                                                            │
│           F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL         │
└──────────────────────────────────────────────────────────┘
```

Figure 5.3-74. Work Center Roster Completion Report

Field   Description

Roster ID: Enter the roster whose completion status you want to view or print
                                         or press <F2> to display a list of current rosters. Use the arrow
                                         keys to highlight the roster and press <Enter>.

Work Center: Enter the work center(s) you want to produce a completion report
                                         for or press <F2> for a list of work centers. Use the arrow keys
                                         to highlight a work center and press <Enter>. While in the list of
                                         work centers, you can select "ALL WORK CENTERS" so that when
                                         you produce a completion report, the completion status of all
                                         individuals in the roster you previously selected will be shown
                                         under each work center associated with that roster.

Completion Status: In this field, you have two choices. Press <F2> for a list of these
                                         choices. The first choice allows you to produce a report listing
                                         only soldiers with incomplete in-processing under the work
                                         center(s) that you have selected. The second choice allows you
                                         to produce a report listing every soldier's in-processing status
                                         under each work center regardless of whether they have
                                         completed in-processing at each work center. Highlight one of
                                         these choices with the arrow keys and press <Enter>.

```
┌──────────────────────────────────────────────────────────┐
│                        Completion                          │
│     LIST ONLY SOLDIERS WITH INCOMPLETE PROCESSING          │
│    >LIST ALL SOLDIERS REGARDLESS OF COMPLETION             │
└──────────────────────────────────────────────────────────┘
```

Include Comments: Enter a <Y> or a <N> depending on whether you want to include
                                         comments specific to each soldier's In-Processing at every work
                                         center in your report.

If the soldier is flagged as having completed a work center and that work center has questions, then after
pressing <Enter> you will be alerted that you need to answer those questions by the following message
screen.

```
┌──────────────────────────────────────────────────────────┐
│               DA Form 5123-1-R Processing                  │
│                                                            │
│    Preparing to Solicit Responses to Questions for Soldier:│
│                                                            │
│              000000000  CPT          TEST                  │
│                   RETURN to continue                       │
└──────────────────────────────────────────────────────────┘
```

Since some of the status changes can be made for several soldiers at one time, this is necessary to indicate

to you which questions apply to which soldiers. Press <Enter> and the system shows the following screen:

```
╔══════════════════════════════════════════════════════════╗
║         Personnel Inprocessing Record Questions          ║
║ SSN: _____     Name: _____ ____ _____    Rank: ___║
║                                                          ║
║ Work Center: PERS STR MGT-SRP      Question Display Order: __1║
║      Question: Has Soldier Processed Through MMRB if Profile is 3║
║                or 4?                                     ║
║      Response: ___                                       ║
║                                                          ║
║ Work Center: PERS INFORMATION      Question Display Order: __2║
║      Question: Is SGLI Current?                          ║
║                                                          ║
║      Response: ___ Date: _____                       ║
║                                                          ║
║ Work Center: PERS INFORMATION      Question Display Order: __3║
║      Question: Is DD Form 93 Current?                    ║
║                                                          ║
║      Response: ___ Date: _____                       ║
║                                                          ║
║             F3 = SAVE to Continue;  F6 = CANCEL          ║
╠══════════════════════════════════════════════════════════╣
║ Please enter 'Yes' or 'No'; or press F2 for CHOICES      ║
╚══════════════════════════════════════════════════════════╝
```

Press <F2> to enter Yes or No in answer to the Response fields. If additional fields are present, enter the requested information or press <F2> for choices.

If in-processing has not yet been completed for all required appointments, the following message will appear advising you that scheduling for the soldier is incomplete.

```
╔══════════════════════════════════════════╗
║          Incomplete Scheduling           ║
║ The soldier has not scheduled all appointments║
║ for required workcenters.                ║
║                                          ║
║        Do you wish to continue? Y        ║
║                                          ║
║     F3 = SAVE to continue; F6 = CANCEL   ║
╚══════════════════════════════════════════╝
```

If you want to proceed with the record anyway, respond Yes, then press <F3> to continue. To cancel the record request, press <F6>.

After completing the previous steps, press <F8> and then <F2> to view the completion report. The completion report is broken down by work center with each soldier and their completion status listed under each work center. A sample "Roster Completion Report" is shown below.

```
╔══════════════════════════════════════════════════════════╗
║              Roster Completion Report    Date: 2000/07/01 ║
║              for Roster ID: 35EP98       Time: 10:17      ║
║                                                          ║
║ Name                        SSN      Rank   Completed   Comments║
║ ─────────────────────────── ──────── ────   ─────────   ──────── ║
║                                                          ║
║ *** AUDIOLOGY ***                                        ║
╚══════════════════════════════════════════════════════════╝
```

In addition to viewing the completion report, you can print it as well. After completing the Identify Roster for Completion screen, press <F8> and then <F1> to print the completion report. The print destination screen will appear. Enter the number of copies, printer class, and printer name. Press <F3> to print. Press <F6> if you want to cancel the print procedure.

5.3.1.70 Multi-Soldier Clearance.

This function allows you to mark several soldiers for clearance at a work center. Select Option #8 from the "Work Center In-Processing Menu" to indicate clearance for multiple soldiers from a work center.

```
┌──────────────────────────────────────────┐
│        Identify Clearance Criteria         │
│                                            │
│   Work Center: _____    │
│                                            │
│     Include Dates From:  _____        │
│                                            │
│                     To:  _____         │
│                                            │
│ Cleared By: INPROC USER 1 _____  │
│                                            │
│                                            │
│          F3 = SAVE;  F6 = CANCEL           │
└──────────────────────────────────────────┘
```

Figure 5.3-75. Identify Clearance Criteria

Instructions on entering data into this screen are provided below.

Field	Description
Work Center:	Enter the work center for which you want to clear soldiers. Press <F2> for a list of work center choices. Highlight a work center from this list with the arrow keys and press <Enter>.
Include Pre-Initialized:	Enter <Y> if you want to select soldiers for clearance that have been pre-initialized for in-processing. Enter <N> if you do not want to select pre-initialized soldiers for clearance from the work center.
Include Dates From:	In these date fields, you must identify a date range. By selecting this date range, all soldiers with recorded in-processing start dates and pre-initialized start dates that fall within this range will be compiled into a list. From this list, you can select what soldiers you want to clear from the work center. Enter dates in the standard format.

When you have completed entering data into this screen, press <F3> to continue to the "Multi-Clearance Browse Menu" as shown.

```
┌────────────────────────────────────────────────────────────┐
│              Multi-Clearance Browse Menu                    │
│              Work Center: HAAF ACS/AER                       │
│ Name                          SSN      Rank Cleared By Comments │
│ ───────────────────────────  ────────  ──── ────────── ──────── │
└────────────────────────────────────────────────────────────┘
```

From this browse menu, you may mark soldiers as having cleared the work center displayed at the top of this menu. Use you arrow keys to highlight the soldiers you want to clear for the work center and press <F2>.

After pressing <F2>, the > symbol will appear to the left of the soldier indicating that the soldier or soldiers are marked for work center clearance. To unmark a soldier for work center clearance, press <F2> to remove the > symbol.

Once you are done marking soldiers for completion and you do not want to include unique comments regarding that soldier's in-processing, press <Enter> to save your changes. If you want to include unique comments regarding a soldier's in-processing at the work center, wait before pressing <Enter>. First, highlight the soldier for whom you want to create in-processing comments, then press <F8> followed by <F6>. You will then be brought to a 'comments'.

Your cursor will be positioned in the 'comments' field. Here, optional comments may be keyed in (e.g., "pick up packet by Friday at noon"). Comments entered here are printed on the Personnel In-Processing Record. After entering comments, press <F3> to save the record. The "Multi-Clearance Browse Menu" will be redisplayed, reflecting your updates. If you entered any comments <Y> will appear in the "CMNT" column. Press <F6> at any time to cancel the present menu or function.

5.3.1.71 Work Center Administration Menu

From this menu, you can dictate the order in which soldiers must visit certain work centers, create appointment skeletons, and you can create, change or delete work center questions for work center questionnaires. A work center is an area that performs a specific function for an in-processing soldier, such as an Education Center or Dental Clinic. AR 600-8-101 defines certain mandatory work centers through which all soldiers must process. These mandatory work centers are preset in INPROC.

To offer maximum flexibility in tailoring in-processing to the needs of each installation and soldier, INPROC allows an installation to identify additional work centers. Additional work centers may be defined, at the discretion of an installation, to a maximum of 100 (including the preset work centers). Clearance (processing) through each additional work center can be defined as mandatory or optional, depending on the needs of each soldier. The "Work Center Administration Menu" allows an installation to customize INPROC to suit its unique needs. Selection of this menu from the "PCS Menu (Normal) In-Processing" will display the following screen.
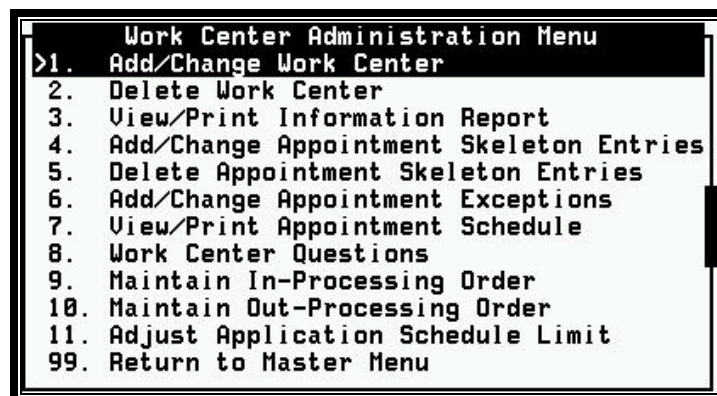
Figure 5.3-76. Work Center Administration Menu

5.3.1.72 Add/Change Work Center.

The Add/Change Work Center function allows an installation to define a work center or change the definition of an existing work center. Select Option #1 from the "Work Center Administration Menu" to reach the Add/Change Work Center screen. Selecting this option shows the following screen.

```
┌─────────────────────────────────────────────────────────┐
│                  Add/Change Work Center                   │
│                 *_____*                         │
│ Work Center: _____                         │
│ Office Symbol: _____     Location : _____ │
│ Installation : _____ Phone: _____ │
│     Office Hours : _____ │
│                    _____ │
│                                                           │
│   Debts incurred: _  Processing Required : _  Online Processor : _ │
│                      Appointment Required: _  Schedule Appointments: _ │
│                                                           │
│         Processing Documents Needed          In/Out/Both  │
│         _____      _       │
│         _____      _       │
│         _____      _       │
│         _____      _       │
│         _____      _       │
│                                                           │
│            F3 = SAVE to commit work;  F6 = CANCEL         │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-77. Add/Change Work Center

Field	Description
<u>Field</u>	<u>Description</u>
Work Center:	Enter the name of the work center or press <F2> for choices. Highlight the work center and press <Enter>.
Office Symbol:	Enter the abbreviated name for the work center.
Location:	Enter the work center's location (for example, building or room number).
Installation:	Enter the name of the military installation where the work center is located.
Phone:	Enter the telephone number for scheduling appointments or for general information (any format).
Office Hours:	Specify the hours available for appointments or hours of operation (any format, up to two lines).
Processing Required:	Specify whether clearance through this work center is mandatory for I (in-processing), O (out-processing), or B (both). If clearance is not required, leave the field blank or choose Conditional Processing from the list of choices you can get by pressing <F2>.
Online Processor:	Specify <Y> if the work center has on line access or <N> if a manual control checklist is required.
Appointment Required:	Indicate the type of processing for which an appointment is required - I (in-processing), O (out-processing), or B (both). If an appointment is not required (e.g., drop-in), leave the field blank.
Schedule Appointments:	Give appointment scheduling privileges to Welcome Center Personnel for in-processing (I); out-processing (O); or both (B). This field is only accessible if an appointment is required for in-processing, out-processing, or both.
	If the appointment may be scheduled only by work center personnel, leave the field blank. Note: requirements for Schedule Appointments and Appointment Required cannot conflict.

Processing Documents Needed: Use up to 6 lines to describe each document a soldier should bring to the work center, and specify the type of processing for which the document is required - I (in-processing), O (out-processing), B (both).

Once you have entered the data in to this screen, press <F3> to save your selections or press <F6> to cancel the action.

5.3.1.73 Delete Work Center.

To delete a work center's definition, select Option #2 from the "Work Center Administration Menu" and perform the following steps. The first screen you see is the "Work Center Identify Menu".

```
┌────────────────────────────────────────────┐
│           Work Center Identify (ID)         │
│                                             │
│  Work Center: _____          │
│                                             │
│     F3 = SAVE to Continue; F6 = CANCEL      │
│                                             │
└────────────────────────────────────────────┘
```

Figure 5.3-78. Identify Work Center

Specify the work center you want to delete. Press <F2> to select from a list of authorized work centers. Highlight the work center and press <Enter>. Press <F3> to continue. The work center definition is then displayed on a Delete Work Center screen.

```
┌────────────────────────────────────────────────────────────┐
│                     Delete Work Center                      │
│ Work Center: AER_____                           │
│ Office Symbol: _____     Location : _____  │
│ Installation: _____   Phone: _____   │
│        Office Hours: _____  │
│                      _____  │
│                                                             │
│    Debt incurred: Y  Processing Required : O  Online Processor: _ │
│                      Appointment Required: _  Schedule Appointments: _ │
│                                                             │
│            Processing Documents Needed        In/Out/Both   │
│        _____          _          │
│        _____          _          │
│        _____          _          │
│        _____          _          │
│        _____          _          │
│        _____          _          │
│                                                             │
│            F3 = SAVE to Delete;  F6 = CANCEL                │
└────────────────────────────────────────────────────────────┘
```

After verifying that the displayed definition is the one you want to delete, press <F3> to continue. After pressing <F3>, the Delete Work Center Confirmation screen appears.

```
┌────────────────────────────────────────────────────────────┐
│                     Delete Work Center                      │
│  Item(s) selected will be permanently removed from the database │
│                                                             │
│        Do you wish to delete the item(s) selected?  _       │
│                                                             │
│          F3 = SAVE to commit work; F6 = CANCEL              │
└────────────────────────────────────────────────────────────┘
```

Enter <Y> to confirm the deletion process. Press <F3> to commit the deletion. Press <F6> if you want to cancel the deletion.

5.3.1.74 View/Print Information Report.

The Information Report consolidates information for all work centers at an installation, regardless of how they are defined in the system (in-processing and/or out-processing). The report lists general information

about each work center, such as hours of operation and required documents for clearance through that work center. If you want to change the contents of the report, change work center definitions through menu Option #1. Selection of this option from the "Work Center Administration Menu" will display the following screen.


```
        View/Print Information Report

   The Information Report provides all
   available information for Work Centers
   currently listed at the installation.


   F8/F1 = PRINT;   F8/F2 = VIEW;   F6 = CANCEL
```
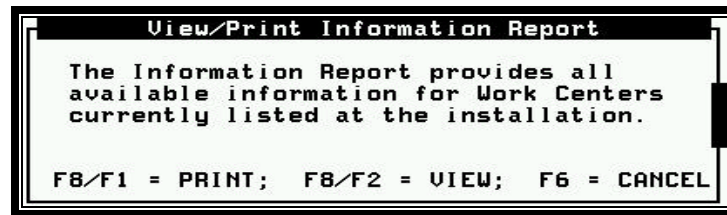
Figure 5.3-79. View/Print Information Report

At the "Information Report Selection" screen, press <F8> followed by <F2> to view the report. To send the report to your designated printer, press <F8> followed by <F1>. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press <F3> to print. Press <F6> if you want to cancel the print procedure. Pressing <F6> will return you to the "Work Center Administration Menu". A sample of the Information Report is displayed below.


```
                Work Center General Information        Date: 1998/03/06
                                                       Time: 1005
**********************************************************************
Work Center: ACS
    Office Symbol: AFZB-PA-F-AC          Location: BLDG 5661
    Installation: FT CAMPBELL            Phone: 3-6410
    Office Hours:  0800-1600
                   ARMY COMMUNITY SERVICES
    To In-Process, please bring the following documents with you:
                   NONE
    To Out-Process, please bring the following documents with you:
                   NONE
**********************************************************************
Work Center: AER
    Office Symbol:                       Location:
    Installation:                        Phone:
    Office Hours:

    To In-Process, please bring the following documents with you:
                   NONE
    To Out-Process, please bring the following documents with you:
                   NONE
RETURN to continue; h for HELP; q to quit
```

5.3.1.75 Add/Change Appointment Skeleton Entries.

This module allows you to develop a scheduling template for work center appointments (skeleton). The skeleton determines how many appointments are available at a given work center for each day at specific times.

Note: If you want to schedule appointments soon after you create new appointment skeletons through this module, you must perform the **Run Purge/Init** function from the Work Center Identify screen shown on the previous page. This must be done, **after** the new skeleton(s) have been created. Please see instruction number 11 at the end of this section for full details.

To create an appointment skeleton, select Option #4 from the "Work Center Administration Menu" and follow the steps below. The first screen you see is the Work Center Identify screen.

```
╔══════════════════════════════════════╗
║       Work Center Identify (SEAC)     ║
║                                        ║
║  Work Center: _____     ║
║                                        ║
║        Duration  Hours: __             ║
║                Minutes: __             ║
║                                        ║
║                                        ║
║           F3 = SAVE to continue;       ║
║     F8/F4 = Run Purge/Init; F6 = CANCEL║
╚══════════════════════════════════════╝
```

Figure 5.3-80. Work Center Identify (SEAC)

Name the work center for which you want to develop an appointment skeleton. You can press <F2> to select from a list of authorized work centers. Highlight a work center with the arrow keys and press <Enter>. Next, at the **Duration** prompt, specify how long each appointment should take in hours and/or minutes (0-59 minutes). Press <F3> to continue or <F6> to cancel. After pressing <F3>, an "Appointment Skeleton Browse Menu" appears listing existing appointment skeletons (listed by the day of the week if previously defined) and two **possible** options: GENERATE MULTIPLE APPOINTMENTS and ADD MULTIPLE APPOINTMENTS. If a skeleton has already been created for the work center, you will not see the GENERATE MULTIPLE APPOINTMENTS option.

```
╔══════════════════════════════════════╗
║       Appt Skeleton Browse  (SEAC)    ║
║            WORK CENTER   AER           ║
║ *** ADD MULTIPLE APPOINTMENTS ***      ║
║>*** GENERATE MULTIPLE APPOINTMENTS *** ║
║ No appointments found.                 ║
╚══════════════════════════════════════╝
```

Use your arrow keys to highlight one of these options, or highlight an existing appointment entry and press <Enter>.

GENERATE MULTIPLE APPOINTMENTS:

If this is the first appointment skeleton being created for the selected work center, you will be able to select the GENERATE MULTIPLE APPOINTMENTS. Selection of this option will display the following screen.

```
╔══════════════════════════════════════════════════╗
║      Generate Multiple Appointment Skeletons       ║
║                                                     ║
║           Work Center AER_____               ║
║           Duration Hours   1_                        ║
║                   Minutes 0_                         ║
║                                                     ║
║                 Number              Number   Start  ║
║  Day  Start  Stop Available  Start  Stop Available Interval ║
║  ---------------------------------------------------------- ║
║  MON  ____  ____    ____   ____  ____    ____    60_  ║
║  TUE  ____  ____    ____   ____  ____    ____    60_  ║
║  WED  ____  ____    ____   ____  ____    ____    60_  ║
║  THU  ____  ____    ____   ____  ____    ____    60_  ║
║  FRI  ____  ____    ____   ____  ____    ____    60_  ║
║  SAT  ____  ____    ____   ____  ____    ____    60_  ║
║  SUN  ____  ____    ____   ____  ____    ____    60_  ║
║                                                     ║
║          F3 = SAVE to commit; F6 = CANCEL           ║
╚══════════════════════════════════════════════════╝
```

Entering data into the columns within Generate Multiple Appointments screen are provided below.

Field	Description
Day:	These fields are pre-filled with all of the days of the week.
Start:	Specify the start time that you would like appointments to begin. Express the time using the hundred-hour clock.

Stop:	Specify, in hundred-hour format, the time that appointments are to cease at the selected work center.
Number Available:	Specify the number of appointments for individual soldiers that you want available for each appointment skeleton. For example, if the **duration** for appointments at the work center is two hours long and you can handle **10** soldiers simultaneously in that time period, then you would enter **10** in this field.
Start:	If you have a break in the day where no appointments are to be scheduled, enter the time, which appointments are to resume in this field. Express times using the hundred-hour clock.
	For example, you may enter a stop time of 1200 in the first **Stop** field because you want appointments to cease at 1200 because of lunch, weekly meetings, etc. If you want appointments to resume at 1300, you would enter 1300 in this field.
Stop:	Specify, in hundred-hour format, the time that appointments are to cease for the day at the selected work center.
Number Available:	Specify the number of appointments for individual soldiers that you want available for each appointment skeleton. For example, if the **duration** for appointments at the work center is two hours long and you can handle **10** soldiers simultaneously in that time period, then you would enter **10** in this field.
Start Interval:	In this field, specify the number of **minutes** you want between the start times of appointments skeletons. For example, if you wanted appointment start times to begin 10 minutes apart, you would enter 10 in this field. Remember, appointment length is based on the **duration** you selected while in the "Work Center Identify Menu" (the first screen you see when you enter the Add/Change Appointment Skeleton function). If you entered 2 hours for the duration and you entered 10 as the **start interval**, you would have appointments scheduled, for example, from 8:00 to 10:00, 8:10 to 10:10, 8:20 to 10:20, etc. **Important:** Always check, what you have entered in the **Number Available** field with what you have entered in the **Start Interval** field. For example, if you enter 10 in the **Number Available** field (10 individual appointment slots), and if you enter 10 in the **Start Interval** field (start new appointment skeleton every 10 minutes apart), then you would have created appointments slots for 10 soldiers every 10 minutes. In one hour, you will have appointments slots available for 60 soldiers!

While in this form, keep in mind that entire rows do not have to be completed and the entire form does not have to be completed either. For example, you can skip afternoon skeletons for Monday and skip Tuesday altogether. Once you have completed this form to your specifications, press <F3> to save. You are then returned to the browse menu where all the skeletons just created will display. You can then edit one or

more skeletons and/or add multiple appointments skeletons. These functions are discussed below.

ADD MULTIPLE APPOINTMENTS:

From the "Appointment Skeleton Browse Menu", you can select the ADD MULTIPLE APPOINTMENTS option. This option allows you to add additional appointment skeletons to those already created for the selected work center.

```
┌Add Multiple Appointments Skeleton Entry┐
│                                          │
│   Work Center AER                        │
│   Duration   Hours    1                  │
│              Minutes  0                   │
│                                          │
│                          Number          │
│      Day        Start    Available       │
│   ------------------------------------   │
│                                          │
│      ___        ___       ___            │
│      ___        ___       ___            │
│      ___        ___       ___            │
│      ___        ___       ___            │
│      ___        ___       ___            │
│                                          │
│   F3 = SAVE to commit; F6 = CANCEL       │
└──────────────────────────────────────────┘
```

At the "Add/Change Multiple Appointment Skeletons screen", the fields for **Duration** and **Work Center** are protected from data entry. Data entry for the other fields on this form is described below.

Field	Description
Day:	These fields are pre-filled with all of the days of the week.
Start:	Specify the start time that you would like appointments to begin. Express the time using the hundred-hour clock.
Number Available:	Specify the number of appointments for individual soldiers that you want available for each appointment skeleton. For example, if the **duration** for appointments at the work center is two hours long and you can handle **10** soldiers simultaneously in that time period, then you would enter **10** in this field.

After completing the fields for a single row, continue adding skeletons on subsequent rows as necessary. Press <F3> to save the newly created skeletons. If you fill all of the rows on this form and you press <F3>, all your data will be saved and a new form appears. Press <F6> if you have no more skeletons to create, or continue adding skeletons. If you leave one or more rows open, you will not be given a new form to continue adding skeletons. Instead, you are brought back to the updated "Appointment Skeleton Browse Menu".

If, after pressing <F3> in the form, you have duplicated an existing appointment skeleton, a warning message appears displaying the offending skeleton and the duplicated skeleton will not be saved.

EDITING EXISTING APPOINTMENT SKELETONS:

While in the "Appointment Skeleton Browse Menu", you can edit previously created appointment skeletons by highlighting one of the days of the week on the menu and pressing <Enter>.

After highlighting a day of the week that you wish to edit appointment skeletons for, press <Enter>. The following screen will appear.

```
┌─────────────────────────────────────┐
│ ▐Change Multiple Appointment Skeletons▌ │
│                                      │
│  Work Center TRANSPORTATION          │
│     Duration    Hours    0           │
│                 Minutes  30          │
│                                      │
│                         Number       │
│          Day     Start  Available    │
│        ─────────────────────────────── │
│          MON     0900    5           │
│          MON     0930    3           │
│          MON     1000    3           │
│          MON     1030    2           │
│          MON     1100    3           │
│          MON     1130    3           │
│          MON     1200    3           │
│                                      │
│  F3 = SAVE/NEXT PAGE  F6 = CANCEL     │
└─────────────────────────────────────┘
```

At the "Change Multiple Appointment Skeletons screen", the **Day** fields pre-populate with the day you selected from the browse menu. The **Start** fields will populate with the times of existing appointments. Both the **Day** and **Start** fields are protected from data entry. The only field that you can edit is the **Number Available** field which is a number signifying the number of appointment slots per soldier available within the selected appointment skeleton. Enter a value greater than '0' in this field. If all of the rows are filled and if all of the, appointment skeletons are not displayed, then make your edits while in this form and press <F3> to save. If there are additional appointment skeletons that you wish to change the number of appointment slots for, they will display after pressing <F3>. Continue making your changes as described above and press <F3> to save.

Important: Skeletons that you create on the system today will not be recorded on the system until tomorrow. That means that if you want to start scheduling appointments today using the appointment skeletons that have just been created, you must perform a process called **Run Purge/Init**. After creating new appointment skeletons, press <F6> as many times as it takes you to return to the "Work Center Identify" screen. There, press <F8> followed by <F4> to run the **Purge/Init.** function. After the computer performs this operation, you will be able to schedule appointments for work centers using the appointment skeletons that are newly created. Press <F6> at any time to exit the present function without saving.

5.3.1.76 Delete Appointment Skeleton Entries.

This module allows you to delete an appointment slot for a particular day and/or time at a specified Work center. For example, you may decide not to have appointments on Tuesdays. To delete an appointment slot (skeleton), select Option #5 from the "Work Center Administration Menu" and follow the steps below.

```
┌─────────────────────────────────────┐
│ ▐    Work Center Identify (SED)   ▌  │
│                                      │
│  Work Center: _____   │
│                                      │
│   F3 = SAVE to Continue; F6 = CANCEL │
└─────────────────────────────────────┘
```

Figure 5.3-81. Work Center Identify (SED)

The first screen you see is the "Work Center Identify Menu". Here, specify the work center whose appointment(s) you want to delete. Press <F2> to select from a list of authorized work centers, highlight a work center with the arrow keys, and press <Enter>. Afterwards, press <F3> to continue. Next, an Appointment Skeleton Browse screen displays a list of appointment skeletons and appointment slots. Here, use the arrow keys to highlight the appointment skeleton(s) that you want to delete and press <F2> to mark each appointment with the > symbol. You can mark several appointment skeletons for deletion by using

the arrow keys to highlight them one at a time and press <F2> at each one.

```
┌─────────────────────────────┐
│ Appt Skeleton Browse (SED)  │
│  DAY      TIME    AVAILABLE  │
│  ───      ────    ───────────│
│  MON     0800    5           │
│ ▐TUE     0800    5          ▌│
│  WED     0800    10          │
│  THU     0800    10          │
│  FRI     0800    10          │
└─────────────────────────────┘
```

Once you mark the appointment slots to delete, press <Enter>. The "Delete Appointment Skeleton Confirmation" screen appears.

```
┌────────────────────────────────────────────────────────────┐
│      Delete Marked Appointment Skeleton Entries             │
│ Item(s) selected will be permanently removed from the database│
│                                                              │
│        Do you wish to delete the item(s) selected?  _        │
│                                                              │
│        F3 = SAVE to commit work; F6 = CANCEL                 │
└────────────────────────────────────────────────────────────┘
```

Enter <Y> at the prompt and press <F3> to proceed with the delete request or press <F6> to cancel. If appointment **slots** exist for the deleted appointment skeleton(s), you will see a warning message alerting you to this condition. However, the skeletons marked for deletion will still be deleted. The browse menu redisplays reflecting your changes to the appointment skeleton. Select another appointment to delete or press <F6> to exit this module.

5.3.1.77 Add/Change Appointment Exceptions.

Once an appointment skeleton is defined, exceptions to the schedule can be made for a particular date by selecting Option #6 from the "Work Center Administration Menu". To adjust or cancel a predefined appointment slot, perform the following steps.

```
┌──────────────────────────────────────────┐
│        Work Center Identify (EAC)         │
│ Work Center: _____         │
│                                            │
│        Date: _____                    │
│                                            │
│        Day:  ___                           │
│                                            │
│        Adjust or Cancel?: A                │
│                                            │
│                                            │
│  F3 = SAVE to Continue; F6 = CANCEL        │
└──────────────────────────────────────────┘
```

Figure 5.3-82. Work Center Identify (EAC)

At the "Work Center Identify", screen specify a work center, or press <F2> to select from a list of authorized work centers. Highlight the work center you want to make an appointment exception for and press <Enter>. Next, type in the date that you want to add or change appointment(s). Enter the date in the standard format.

Specify whether you want to adjust the schedule for the day (A) or cancel all appointments for the day (C). Press <F3> to continue or press <F6> to cancel. If you have selected cancel appointments (C), the following "Appointment Exception Entries – Cancellation Menu" screen will appear.

```
┌─────────────────────────────────┐
│     Appt Exception Entries      ║
│       Cancellation Menu         ║
│       TIME      USED            ║
│       ----      ----            ║
│>*** CANCEL ENTIRE DAY ***       ║
│       0800       0              ║
└─────────────────────────────────┘
```

Highlight your selection and press <Enter>. The following warning notice will display if you attempt to cancel scheduled appointments.

```
┌─────────────────────────────────────────────────┐
│              CONFIRM CANCELLATION                │
│                                                  │
│   Appointment times for the entire day will be cancelled │
│                                                  │
│   Do you wish to cancel all appointment times for 1998/03/06? │
│                                                  │
│            Enter Yes or No (Y/N)                 │
└─────────────────────────────────────────────────┘
```

Enter the letter <Y> followed by <Enter> to confirm, or press <F6> to cancel the request. If you have selected adjust appointments (A), the "Appointment Exception Entries Browse Menu" displays a list of appointment slots scheduled for the selected date.

```
┌─────────────────────────────────────────────────────┐
│      Appt Exception Entries Browse Menu              ║
│                    NORMALLY    CURRENTLY             ║
│   DATE      DAY  TIME  AVAILABLE   AVAILABLE   USED  ║
│   ----      ---  ----  ---------   ---------   ----  ║
│        *** ADD NEW APPOINTMENT TIME ***             ║
│>1998/03/06  FRI  0800     10          10        0   ║
└─────────────────────────────────────────────────────┘
```

Highlight the appointment time you want to change, or highlight the ADD NEW APPOINTMENT TIME option and press <Enter> to display the following screen.

```
┌───────────────────────────────────────────────┐
│    Add/Change Appointment Exceptions           │
│          * ADDING RECORD *                     │
│                                                │
│   Work Center: ACS_____            │
│                                                │
│   Date: 1998/03/06  Day: FRI  Time: _____      │
│                                                │
│ Number Appointments Normally Available:  0__   │
│                                                │
│ Number Appointments Currently Available: ___   │
│                                                │
│       Number Appointments Used: 0__            │
│                                                │
│        F3 = SAVE; F6 = CANCEL                  │
└───────────────────────────────────────────────┘
```

This screen displays a detail of the selected appointment slot. Also displayed is the number of appointments currently available and used. Providing that no appointments have been scheduled (Used = 0), you can change the time of the appointment slot. If appointments have been used, however, you can only change the number of appointments currently available. Press <F3> to save your changes to the schedule or press <F6> to cancel.

5.3.1.78 View/Print Appointment Schedule.

To view or print the appointment schedule developed for a particular work center over a specified period, select Option #7 from the "Work Center Administration Menu" and follow the steps below.

```
        ┌──────────────────────────────────────────┐
        │        View/Print Appointment Schedule    │
        │                                            │
        │   Work Center: _____    │
        │                                            │
        │ F3 = SAVE to continue; F6 = CANCEL to abort│
        └──────────────────────────────────────────┘
```

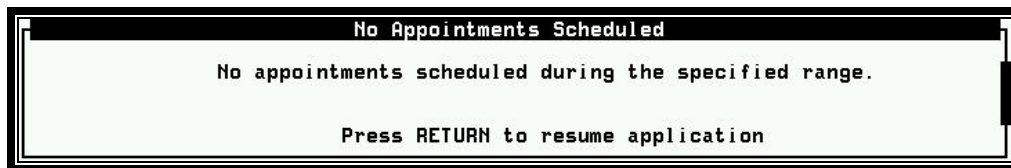Figure 5.3-83. View/Print Appointment Schedule

At the "View/Print Appointment Schedule" screen, specify the work center whose appointment schedule you want to see or press <F2> to select from a list of authorized work centers. Press <F3> to continue or <F6> to cancel. The following screen will appear.

```
  ┌──────────────────────────────────────────────────┐
  │            Range for Appointment Schedule          │
  │                                                    │
  │ List Appointments – From _____ to _____  │
  │                                                    │
  │ F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL to abort  │
  └──────────────────────────────────────────────────┘
```

Next, at the Range for Appointment Schedule screen, enter the desired reporting dates in the standard format. If you want the report to reflect today's information, type "today" at a date field.

To view the report, press <F8> to display the alternate function keys, followed by <F2>. To send the report to your designated printer, press <F8> followed by <F1>. Pressing <F6> cancels the print request.

If no appointments are scheduled during the specified range dates, then the following warning message will appear.

```
  ┌──────────────────────────────────────────────────┐
  │              No Appointments Scheduled             │
  │    No appointments scheduled during the specified range. │
  │                                                    │
  │           Press RETURN to resume application       │
  └──────────────────────────────────────────────────┘
```

Press <Enter> to resume application.

5.3.1.79 Work Center Questions.

Use this option to help soldiers determine their need or desire to process through an installation's additional, non-mandatory, work centers. To reduce In-Processing time for a soldier, an installation can assign questions to each non-mandatory work center. For example, a library might pose the question, "Do you want a library card?"

To add, change, or delete work center question(s), choose Option #8 from the "Work Center Administration Menu". The system shows the "Work Center Questions Menu".

```
        ┌──────────────────────────────────────────┐
        │        Work Center Questions Menu         │
        │ >1.  Add/Change Work Center Questions      │
        │  2.  Delete Work Center Questions          │
        │ 99.  Return to Master Menu                 │
        └──────────────────────────────────────────┘
```
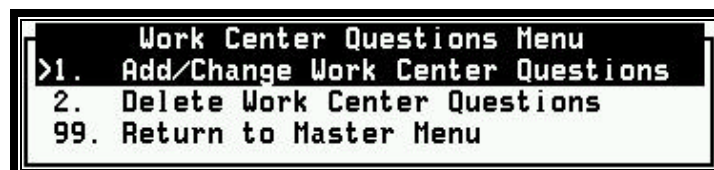
Figure 5.3-84. Work Center Questions Menu

5.3.1.79.1 Add/Change Work Center Questions

To add or change questions from a work center's questionnaire, select Option #1. The system shows the Work Center Identify (OAC) screen.

```
╔═══════════════════════════════════════════════╗
║        Work Center Identify (QAC)             ║
║  Work Center: _____            ║
║                                               ║
║     F3 = SAVE to Continue; F6 = CANCEL        ║
╚═══════════════════════════════════════════════╝
```

Figure 5.3-85. Work Center Identify (QAC)

Specify a work center at the "Work Center Identify", or press <F2> to select from a list of authorized work centers. Highlight a work center and press <Enter>. Next, press <F3> to continue or <F6> to cancel.

After pressing <F3>, the "Add/Change Work Center Questions Menu" displays questions already defined (if any) and an ADD option.

```
┌─────────────────────────────────────────────────────────────┐
│          Add/Change Work Center Questions Menu               │
│                  Work Center: ACS                            │
│    Display In/Out  Data                                      │
│    Order  Process  Type      Question                       │
│    ------- -------  ----  ---------------------------------  │
│>**** ******* *******  **** ******* ADD Work Center Question ******* │
│                          --------------------------------------     │
│  1.          OUT         When was your last dental chech up?         │
│                                                                      │
│                          --------------------------------------     │
└─────────────────────────────────────────────────────────────┘
```

The Data Type column alerts you when additional information is required after providing a Yes response. Valid data types include:

         ' '   No additional data required

         'A'   Alien status country required

         'C'   Country name required

         'D'   Date is required

         'T'   Date of test is required

Highlight a question to change, or highlight the ADD option to create a new question, then press <Enter>. The Add/Change Work Center Questions screen, as shown below, displays three options for the selected question.

```
┌─────────────────────────────────────────────────────────┐
│            Add/Change Work Center Questions              │
│                                                          │
│                    * ADDING RECORD *                     │
│                                                          │
│          Work Center: ACS_____                │
│                                                          │
│          Display Order: ___                              │
│                                                          │
│          Question Type: _                                │
│                                                          │
│          Additional Data Entry: _                        │
│                                                          │
│  Question: _____          │
│            _____          │
│                                                          │
│          F3 = SAVE to commit work; F6 = CANCEL           │
└─────────────────────────────────────────────────────────┘
```

Entering data into this screen is described below.

Field	Description
Display Order:	Specify the order in which this question should appear (e.g. "1"

indicates the first question).

Question Type: Specify whether the question should be posed during in-processing (I), out-processing (O), both in-processing and out-processing (B), or for Form 5123-1-R (F).

Additional Data Entry: Specify the data type (' ', 'A', 'C', 'D', or 'T', described above). You may press the <F2> key to select from the list of data types.

       Note: When the question type is 'I', 'O', or 'B', this field is skipped.

Question: Enter the question to be asked of the soldier (up to two lines).

Pose questions in a manner that requires a yes/no response. For example, "When was your last dental checkup?" would not work with this format, whereas "Did you have a dental exam in the last 6 months?" elicits a yes/no response. Also, structure the questions so that a "yes" response means that a soldier needs or wants to in-process at the work center. A "no" response means that the soldier does not need or want to out-process at, or receive information from, the work center.

Multiple questions can be used for a given work center. However, once "yes" is entered at the schedule appointment prompt, any remaining questions not yet asked are skipped. Therefore, to save time for the In-Processing clerk, order multiple questions according to the greatest likelihood of receiving a "yes" response.

Once you complete adding or changing questions, press <F3> to save the question(s). The browse menu will redisplay, reflecting your changes.

When you are finished adding or changing questions, press <F6> to exit this module.

5.3.1.79.2 Delete Work Center Questions.

To delete a question from a work center's questionnaire, select Option #2 and follow the steps below:

Figure 5.3-86. Work Center Identify (QD)

Enter the work center at the "Work Center Identify Menu," or press <F2> to select from a list of authorized work centers. Highlight a work center and press <Enter>. Next, press <F3> to continue or <F6> to cancel. A list of questions associated with the selected work center will appear on the "Delete Work Center Questions Menu".

```
        Delete Work Center Questions Menu
        Work Center: ACS
  Display In/Out Data
   Order Process Type      Question
  ------- ------- ----  --------------------------------------
  1.        OUT         When was your last dental chech up?


                        --------------------------------------
```

Highlight and press <F2> to mark each question you want to delete. When all questions have been marked
for deletion, press <Enter> (or press <F6> to cancel). Pressing <Enter> will display the "Delete
Confirmation" screen.

```
                Delete Work Center Questions
  Item(s) selected will be permanently removed from the database


        Do you wish to delete the item(s) selected?  _


        F3 = SAVE to commit work; F6 = CANCEL
```

At the "Delete Confirmation" screen, enter the letter <Y> followed by <F3> to delete the marked
questions. If you change your mind, press <F6> to cancel the request and leave the questions intact.

The "Work Center Identify Menu" is redisplayed. Choose another work center and repeat the process
described above, or press <F6> to exit this module.

5.3.1.80 Maintain In-Processing Order.

To specify the order of work centers a soldier should visit during in-processing, select Option #10 from the
"Work Center Administration Menu" and follow the steps below.

```
 Maintain In-Processing Order Browse Menu

 Order Work Centers
 ----- --------------------
     1  EDUCATION OFFICE
 >   2  POV/WEA REGISTRATION
     3  DENTAL FACILITY
     4  DEERS/ID CARD/ID TAG
        ACS
        AER
        BILLETING
        CIF
        CLUB SYSTEM
        COMMERCIAL ACT
        COMMISSARY
        FINANCE CENTER
        FINANCE CLASS
        FINANCE RECORDS
        FINANCE SGT & ABOVE

 Highlight your selection and press RETURN
```

Figure 5.3-87. Maintain In-Processing Order

The "Maintain In-Processing Order Browse" screen displays a list of work centers that have been defined
as mandatory for in-processing. The order to be followed for processing through the work centers is also
displayed (if any). Highlight the work center whose order you want to define or change, then press
<Enter>. At the "Maintain In-Processing Order Menu" define the order for the selected work center.
Allowable entries are a **number** or the letter <L>, which indicates the last work center to be processed.
 Press <F3> to save the update or press <F6> to cancel.

```
┌─────────────────────────────────┐
│   Maintain In-Processing Order  │
│                                 │
│ Work Center: POV/WEA REGISTRATION│
│                                 │
│   Work Center order number: 2__ │
│                                 │
│                                 │
│ F3 = SAVE to commit; F6 = CANCEL│
└─────────────────────────────────┘
```

The "Maintain In-Processing Order Browse Menu" is redisplayed, reflecting changes made to the order. Press <F6> to exit the module.

5.3.1.81 Maintain Out-Processing Order.

To specify the order of work centers a soldier should visit during out-processing, select Option #11 from the "Work Center Administration Menu" and follow the steps below.

```
┌──────────────────────────────────────────┐
│ Maintain Out-Processing Order Browse Menu │
│                                          │
│ Order Work Centers                       │
│ ───── ────────────────────               │
│          ACS                             │
│ >        AER                             │
│          BILLETING                       │
│          CIF                             │
│          CLUB SYSTEM                      │
│          COMMERCIAL ACT                   │
│          COMMISSARY                       │
│          DEERS/ID CARD/ID TAG            │
│          DENTAL FACILITY                  │
│          EDUCATION OFFICE                 │
│          FINANCE CENTER                   │
│          FINANCE CLASS                    │
│          FINANCE RECORDS                  │
│          FINANCE SGT & ABOVE             │
│          HOUSING REFERAL                  │
│                                          │
│ Highlight your selection and press RETURN │
└──────────────────────────────────────────┘
```

Figure 5.3-88. Maintain Out-Processing Order Browse Menu

The "Maintain Out-Processing Order Browse" screen displays a list of work centers that have been defined as mandatory for Out-Processing. The order to be followed for processing through the work centers is also displayed (if any). Highlight the work center whose order you want to define or change, then press <Enter>.

At the "Maintain Out-Processing Order Menu", define the order for the selected work center. Allowable entries are a **number** or <L>, which defines the last work center to be processed through. Press <F3> to save the update or press <F6> to cancel.

```
┌─────────────────────────────────┐
│   Maintain Out-Processing Order │
│                                 │
│ Work Center: AER_____│
│                                 │
│   Work Center order number: ___ │
│                                 │
│                                 │
│ F3 = SAVE to commit; F6 = CANCEL│
└─────────────────────────────────┘
```

The browse menu is redisplayed, reflecting changes made to the order. Press <F6> to exit the module.

5.3.1.82 Adjust Application Schedule Limit.

To specify the number of days in the future, for which you would like to schedule work center appointments for In-Processing soldiers, select Option #12 from the "Work Center Administration Menu". The value entered through this module affects both the Work Center Appointment Scheduling module and the Reschedule Appointment module.

While in an "Appointment Selection Menu" within either of these two modules, you will be able choose from among available appointment slots that are within a given number of days in the future. This variable number of days is defined through this module, and instructions for doing so are provided below. The number of days chosen through this module applies to all work centers while scheduling. After making the appropriate menu selections, you are brought to the Adjust Application Schedule Limit screen.

```
┌─────────────────────────────────────────┐
│ Adjust Application Schedule Limit        │
│                                          │
│      Days to be Displayed  25            │
│                                          │
│   F3 = SAVE to commit; F6 = CANCEL       │
└─────────────────────────────────────────┘
```

Figure 5.3-89. Adjust Application Schedule Limit

You are automatically placed in the **Days to Display** field. Here, declare the number of days in the future that you want available when scheduling or rescheduling work center appointments. The default value is 8 days. However, you can choose from 1 to 45 days in the future for which appointments could be scheduled. After selecting a value, press <F3> to save. Press <F6> at any time to cancel.
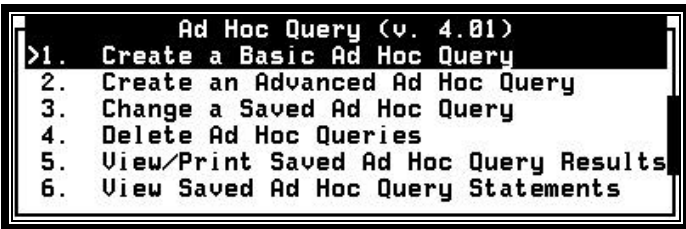
5.3.1.83 Ad Hoc Query.

"Ad Hoc Query" is a report generating utility, which allows you to custom design reports using specific information from the DAMIS database. It is designed for those occasions when the standard reports are insufficient or inappropriate, i.e., they contain either too much or too little information, or the information is not sorted to suit your needs. A query does not change the database; it just extracts data for display or print.

"Ad Hoc Query" is an easy-to-use interface that lets non-programmers access a database without having to call upon a programmer. You can specify the information you want included in a report, and "Ad Hoc Query" will generate it. A more advanced user could custom design the Structured Query Language (SQL) code generated by the program.

From the "Ad Hoc Query Main Menu", you may create, edit, view and print basic and advanced queries. The "new query" is built in this way and remains in memory until you log off the system. Once you are satisfied that the query extracts the correct data, then you can save it for re-use at a later date. Saved queries are named and may be changed, deleted, or printed through this module. Selection of this menu from the "PCS Menu (Normal)" will present the following screen.

```
┌─────────────────────────────────────────┐
│         Ad Hoc Query (v. 4.01)           │
│ >1.  Create a Basic Ad Hoc Query         │
│  2.  Create an Advanced Ad Hoc Query     │
│  3.  Change a Saved Ad Hoc Query         │
│  4.  Delete Ad Hoc Queries               │
│  5.  View/Print Saved Ad Hoc Query Results│
│  6.  View Saved Ad Hoc Query Statements  │
└─────────────────────────────────────────┘
```

Figure 5.3-90. Ad Hoc Query

For a complete tutorial on how to use the Ad Hoc Query application, please consult Section 7 of this

manual.

5.3.1.84 AC Mobilization Menu.

This function is not yet implemented.

5.3.1.85 NG Mobilization Menu.

This function is not yet implemented.

5.3.1.86 USAR Mobilization Menu.

This function is not yet implemented.

5.3.2 Transition to War Menu.

This sub-module has not yet been implemented.

5.3.3 Wartime Menu.

This sub-module has not yet been implemented.

5.3.4 Demobilization Menu.

This sub-module has not yet been implemented.

5.3.5 Customer Assistance Menu.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining INPROC ISM data. Selection of this menu from the "Master Menu" will display the following menu.

```
        Master Menu                  Customer Assistance Menu
  1.  Peacetime Menu              >1.   Telephonic
  2.  Transition to War Menu       2.   Message
  3.  Wartime Menu                 3.   Problem Report
  4.  Demobilization Menu          4.   ISM Data Sheet
 >5.  Customer Assistance Menu    99.   Return to Master Menu
  6.  Problem Reports/ECP-S Submission
  7.  INPROC Initialization/Admin Menu
  8.  Installation-Specific Applications Menu
  9.  View Documentation/Regulations Menu
```
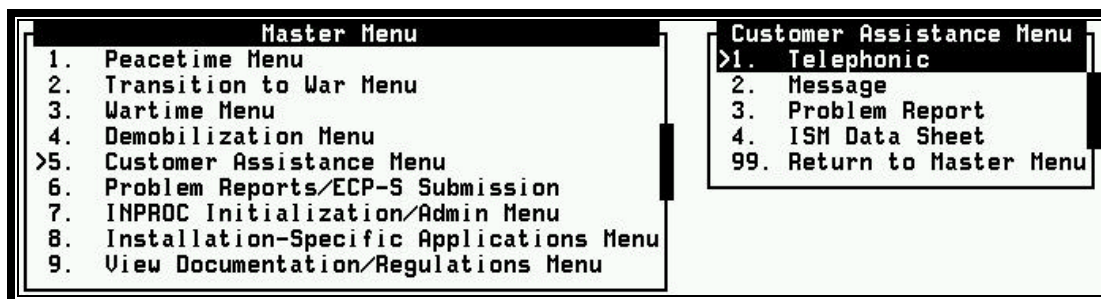
Figure 5.3-91. Customer Assistance Menu

5.3.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

```
                    Telephone Support
   For Telephonic Assistance Dial <DSN 879-6798  <Comm. (520) 538-6798
                           or 1-800-305-3036
                       Fax  <DSN 879-6809  <Comm. (520) 538-6809

   Be prepared to provide the following information.
          - Name of ISM (e.g. PERSLOC, EDMIS, DAMIS ...)
          - Software Developer (if Known)
          - Person Calling    *Name
                              *Address (normal mail)
                              *E-mail Address
                              *Phone Number <Commercial/Autovon
          - Organization (Office Symbol)
          - AIS CODE - SIC Code - DPI Code
          - Content of Inquiry or Comments

   For specific information on any of the above, select ISM Data
   Sheet from the Customer Assistance Menu.

                      RETURN to continue
```

Figure 5.3-92. Telephonic

Please have the requested information available before the user places the telephone call. The information required appears on the screen above. For a more specific information, select "ISM Data Sheet" menu option.

5.3.5.2   Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

```
                    Module Not Implemented




          Coding for this module has not been implemented yet.



                  RETURN to resume application
```

Figure 5.3-93. Message

5.3.5.3   Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint, or retransmit an ECP-S. To get the information you need to report a problem with INPROC, select menu Option #3 and press <Enter>. The following screen will appear.

```
        Problem Report/ECP-S Menu
  >1.  Add/Change Problem Report/ECP-S
   2.  View Problem Report/ECP-S
   3.  Delete Problem Report/ECP-S
   4.  Submit Problem Report/ECP-S
```

Figure 5.3-94. Problem Report

5.3.5.4   Add/Change ECP/PR.

Refer to paragraph 5.3.6.1 for more details.

5.3.5.5   View ECP/PR.

Refer to paragraph 5.3.6.2 for more details.

5.3.5.6   Delete ECP/PR.

Refer to paragraph 5.3.6.3 for more details.

5.3.5.7   Submit ECP/PR.

Refer to paragraph 5.3.6.4 for more details.

5.3.5.8   ISM Data Sheet.

Use this procedure to display a fact sheet of information about INPROC. The "ISM Data Sheet" screen allows you to obtain information on the INPROC ISM. To obtain INPROC ISM data, select this option from the "Customer Assistance Menu", and press <Enter>. The "ISM Data Sheet" will appear in two screens as shown.

```
                   INPROC ISM Data Sheet  (Page 1 of 2)

      1.   ADS Code: P09
      2.   SIC Code: A13
      3.   ISM Process Supported: 19.5.2

                -provides accountability of permanent party military personnel
                        from initial reporting time until unit assignment
                -creates/maintains customized inprocessing schedule
                -controls actions required at required inprocessing stations
                -creates inprocessing workload statistics
                -creates personnel inprocessing record (DA Form 5123-R-11)

      4.   ISM Functional Proponent:
      5.   ISM SAFP: DCSPER
      6.   ASD:
      7.   SDC:

                     RETURN = NEXT PAGE; F6 = CANCEL
```

Figure 5.3-95. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```
                   INPROC ISM Data Sheet  (Page 2 of 2)

      8.   General:  This ISM assists the Installation Commander with
                     In-Processing gained Military Personnel.
                     In brief, INPROC supports the following:

                      - Reporting Pending Gains
                      - Tracking of In-Processing Personnel
                      - Scheduling of In-Processing Personnel

                           RETURN to continue
```

5.3.6   Problem Reports/ECP-S Submission Menu.

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint, or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it.

Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

Figure 5.3-96. Problem Reports/ECP-S Submission Menu

5.3.6.1   Add/Change ECP/PR.

Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

Figure 5.3-97. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field shows a list of reports previously generated that you can modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu".

	Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code.
	Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name, installation name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495".
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson".
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.
Application/Version:	Enter the name of the application and the version number. Example: "INPROC/09.00".
Executive SW Baseline/Version:	Enter the user's Executive Software baseline. Example: P09-09.00.
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect". The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│          ECP-S (DA5005-R)              (Page 2 of 4)      │
│ Originator Number: LA2-A150-144                           │
│ Description of Problem/Change:                            │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
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│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│                                                          │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect". The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│          ECP-S (DA5005-R)              (Page 3 of 4)      │
│ Originator Number: LA2-A150-144                           │
│ Effect on User:                                          │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ Recommended Solution/Justification:                      │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────── │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time". The number of characters available is 420.
Recommended Solution/Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

```
        ECP-S (DA5005-R)            (Page 4 of 4)
Originator Number: LA2-A150-144
Remarks:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
     F8/F1 = PRINT; F8/F3 = XMIT to transmit
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from screen 4 are as follows:

SAVE:	When you complete the problem report, press <F3> to save.
CANCEL:	If you decide to cancel the problem report, press <F6>.
PREV PAGE:	To return to the previous page, press <F8/F4>.
TRANSMIT:	If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.

```
╔══════════════════════════════════════════════════════╗
║                      WARNING                          ║
║      Once you Submit a 5005-R, you will not be able to║
║    go back and change it.  You could go ahead and save it now,
║    then re-submit it later through 'Submit ECP-S menu option.
║
║           Press RETURN to Submit; F6 to Cancel        ║
╚══════════════════════════════════════════════════════╝
```
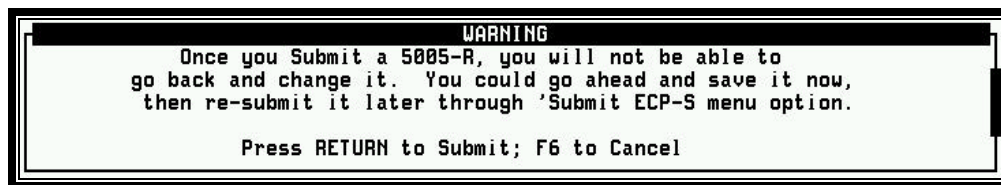
Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.3.6.1.1   Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of:

?   An AIS code
?   A unique site identifier
?   A site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the INPROC runtime directory, control the following parameters:

?   Site sequence number, that is generated and incremented automatically.
?   AISCODE, the identifying code assigned to INPROC AIS
?   DPI Code, a unique four-digit site identifier that is preset in INPROC at installation time
?   ECPDIR, indicates the path where the ECP-S input and output files are stored
?   ECPDB is the ISM identifier (INPROC).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

5.3.6.1.2   Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The INPROC screen banner includes the software version number, requested on the DA Form 5005-R.

5.3.6.1.3   Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3, or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.3.6.1.4   Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with INPROC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the INPROC host. The size of the output is about two pages.

5.3.6.1.5   Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.3.6.1.6   Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.3.6.2   View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

```
┌─────────────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 1 of 4)         │
│                    *VIEWING RECORD*                       │
│ Originator Number: LA2-M350-___    Type of Report: _____│
│                                                          │
│ To: _____   From: _____ │
│ ATTN: _____          _____│
│                                                          │
│ Point of Contact:  _____   Telephone: _____│
│ Title:             _____                     │
│                                                          │
│ Priority: _____                                       │
│ Application/Version:         _____            │
│ Executive SW Baseline/Version: _____         │
│ Problem Date: _____                                  │
│                                                          │
│ Job/Cycle/Program ID:                                    │
│ _____│
│ Title of Problem/Change:                                 │
│ _____│
│          F3 = SAVE to continue; F6 = CANCEL              │
└─────────────────────────────────────────────────────────┘
```

Figure 5.3-98. View - ECP-S - DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently-existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 2 of 4)         │
│ Originator Number: LA2-M350-021                          │
│ Description of Problem/Change:                           │
│ Corrected wording                                        │
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
╔══════════════════════════════════════════════╗
║       View ECP-S (DA5005-R)      (Page 3 of 4) ║
║ Originator Number: LA2-M350-021                ║
║ Effect on User:                                ║
║ None                                           ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ Recommended Solution/Justification:            ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║                                                ║
║   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE ║
╚══════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
╔══════════════════════════════════════════════╗
║       View ECP-S (DA5005-R)      (Page 4 of 4) ║
║ Originator Number: LA2-M350-021                ║
║ Remarks:                                       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║ _____       ║
║   F3 = SAVE to end view; F6 = CANCEL; F8/F4 = PREV PAGE ║
║                 F8/F1 = PRINT;                 ║
╚══════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the "Problem Report/ECP-S Menu".

5.3.6.3 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
╔══════════════════════════════════════════════════════════╗
║            ECP-S (DA5005-R)            (Page 1 of 4)      ║
║                   *_____*                     ║
║ Originator Number: LA2-A150-144   Type of Report: ECP-S____ ║
║                                                          ║
║ To: _____   From: _____  ║
║ ATTN: _____        _____  ║
║                                                          ║
║ Point of Contact:  _____   Telephone: _____ ║
║ Title:             _____                      ║
║                                                          ║
║ Priority: _____                                      ║
║ Application/Version:          _____        ║
║ Executive SW Baseline/Version: _____        ║
║ Problem Date: _____                                  ║
║                                                          ║
║ Job/Cycle/Program ID:                                    ║
║ _____ ║
║ Title of Problem/Change:                                 ║
║ _____ ║
║            F3 = SAVE to continue; F6 = CANCEL            ║
╚══════════════════════════════════════════════════════════╝
```

Figure 5.3-99. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
╔══════════════════════════════════════════════════════════╗
║            ECP-S (DA5005-R)            (Page 2 of 4)      ║
║ Originator Number: LA2-A150-144                          ║
║ Description of Problem/Change:                           ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║ _____ ║
║  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE   ║
╚══════════════════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────┐
│         ECP-S (DA5005-R)         (Page 3 of 4)    │
│ Originator Number: LA2-A150-144                    │
│ Effect on User:                                    │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│                                                    │
│ Recommended Solution/Justification:                │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└─────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────┐
│      Delete ECP-S (DA5005-R)      (Page 4 of 4)   │
│ Originator Number: LA2-M350-021                    │
│ Remarks:                                           │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
│                  F8/F1 = PRINT;                    │
└─────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```
┌─────────────────────────────────────────────────┐
│          DELETE ECP-S/PROBLEM REPORT              │
│ Item(s) selected will be permanently removed from the database │
│                                                    │
│      Do you wish to delete the item(s) selected?  _ │
│                                                    │
│         F3 = SAVE to commit work; F6 = CANCEL      │
└─────────────────────────────────────────────────┘
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.3.6.4   Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from

"Add/Change/Delete ECP/PR Menu" will present the following screen.

Figure 5.3-100. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then a 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

Press <Enter> to continue.

5.3.7   INPROC Initialization/Administration Menu.

Functions on this menu are for use only by authorized functional administrators and they are described in detail in the INPROC SCOM, AISM 25-P09-A13-AIX-SCOM.

5.3.8   Installation-Specific Applications Menu.

Functions on this menu are for use only by authorized functional administrators and are described in the INPROC Software Center Operator Manual (SCOM), AISM 25-P09-A13-AIX-SCOM.

This option, if allowed, gives access to the "Installation Specific Menu" defined by the INPROC Administrator in the INPROC Initialization/Administration functional area. INPROC Administrator controls access to this menu. Selecting Option #8 from the "Master Menu" will result in the following screen.

Figure 5.3-101. Installation-Specific Applications Menu

5.3.9   View Documentation/Regulations Menu.

This menu item is reserved for future development. Selection of this option from the "Master Menu" will display the following screen.

```
 ┌─────────────────────────────────────────────┐
 │   View Documentation/Regulations Menu        │
 │>1.  View Governing Regulation (Primary)      │
 │ 2.  View End User Manual (EM)                │
 │ 3.  View Implementation Procedure (IP)       │
 │ 4.  View Maintenance Manual (MM)             │
 │ 5.  View ISMIS                              │
 │ 6.  View Configuration Control Manual (CCM)  │
 │ 7.  View Functional Description (FD)         │
 │99.  Return to Master Menu                   │
 └─────────────────────────────────────────────┘
```
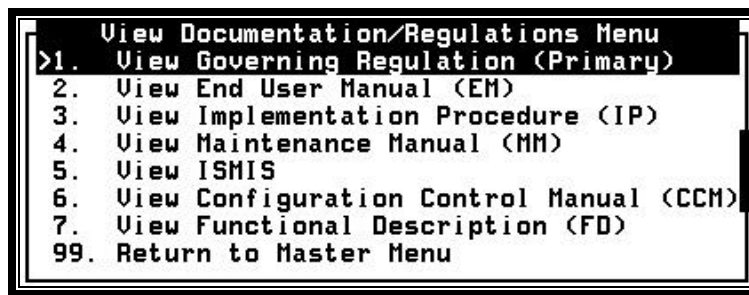
Figure 5.3-102. View Documentation/Regulations Menu

5.4   RELATED PROCESSING.

This section identifies and discusses INPROC related processes (i.e. batch, off-line, or background processing) that must be supported by the end user. No such processes have been identified.

5.5   DATA BACKUP.

INPROC backup is performed daily by an automated process. Contact the FA for additional information about backup. Please refer to paragraph 2.3 for discussion of data backup.

5.6   RECOVERY FROM ERRORS AND MALFUNCTIONS.

Please refer to paragraph 2.3 for discussion of recovery from errors and malfunctions.

5.7   MESSAGES.

There are warning and error messages in the system. Warning messages indicate that a problem exists with the information entered. Error messages indicate that a problem has occurred while processing a transaction. The user should report major errors to the FA.

Minor processing errors, such as entering an incorrect date or SSN, result in a message being displayed. Re-enter the information correctly according to the instructions provided with the error message.

6   TERMS AND ABBREVIATIONS

ACSIM....................................Assistant Chief of Staff for Installation Management
ADAPCP................................Alcohol and Drug Abuse Prevention and Control Program
ADD.......................................Army Data Dictionary
AHS.......................................Academy of Health Sciences
AIS..Automated Information System
AISM......................................Automated Information System Manual
ANSI......................................American National Standards Institute
ANSOC..................................Army Network and Systems Operator Center
AR...Army Regulations
ARA.......................................Assigned Responsible Agency
ASCII....................................American Standard Code for Information Interchange
BBS.......................................Bulletin Board System
CAO.......................................Customer Assistance Office
CCM......................................Configuration Control Manual
CD...Clinical Director
CIVPER.................................Civilian Personnel
COOP....................................Continuity of Operations
CPO.......................................Civilian Personnel Office
CPU.......................................Central Processing Unit
DA...Department of the Army
DBA.......................................Data Base Administrator
DBDD....................................Data Base Design Description
DCTN.....................................Defense Commercial Telecommunications Network
DDN.......................................Defense Data Network
DEMOB..................................Demobilization
DENTRAD..............................Dental Readiness System
DISN......................................Defense System Information Network
DM...Director of Management
DOD.......................................Department of Defense
DOIM.....................................Director of Information Management
DPI...Data Processing Installation
DSN.......................................Defense Switched Network
ECP-S....................................Engineering Change Proposal - Software
EDCO.....................................Educational Coordinator
ESQL......................................Embedded Structured Query Language
ETIP.......................................Extended Terminal Interface Prototype
FA..Functional Administrator
FACE......................................Framed Access Command Environment
FD..Functional Description
FOUO.....................................For Official Use Only
FP...Functional Proponent
FTDTL....................................Forensic Toxicology Drug Testing Laboratory
FTS..Federal Telecommunications System

HQDA	Headquarters Department of the Army
HW	Hardware
IAW	In accordance with
IITS	Installation Information Transport System
ILIDB	Installation Level Integrated Data Base
IP	Information Proponent
ISEC	Information Systems Engineering Command
ISM	Installation Support Module
ISS	Information Systems Security
ITP	Installation Transition Processing
LAN	Local Area Network
MACOM	Major Command
MAIS	Major Automated Information System
MILPER	Military Personnel
MRO	Medical Review Officer
NCOIC	Non-Commissioned Officer In Charge of a Unit
NCSA	National Center for Supercomputing Applications
NIC	Network Interface Card
ODISC[4]	Office of the Director of Information Systems for Command, Control, Communication, and Computers
OCSA	Office of the Chief of Staff of the Army
OS	Operating System
OSE	Open Systems Environment
PA	Proponent Agent
PC	Personal Computer
PCS	Permanent Change of Station
PF Keys	Programmable Function Keys
PIR	Patient Intake/Screening Record
PM	Project Manager
PMO ISM	Program Management Office, Installation Support Modules
POC	Point of Contact
PPR	Patient Progress Report
PR	Problem Report
RAM	Random Access Memory
RAPR	Resource and Performance Report
RDBMS	Relational Database Management System
RTF	Residential Treatment Facility
SA	System Administrator
SAC	Service Area Code
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SDC-W	Software Development Center - Washington DC
SIC	Systems Identification Code
SIDPERS	Standard Installation/Division Personnel System

SIP...Software Installation Plan
SOP...Standard Operating Procedures
SQL..Structured Query Language
SSN...Social Security Number
STAMIS...................................Standard Army Management Information System
STARS ....Status Tracking and Reporting System
STRAP ....Structured Requirements Analysis Planning
SUM...Software User Manual
SW ....Software
TDA...Table of Distribution and Allowances
TDP ....Test Designated Position
UADC ....Unit Alcohol and Drug Coordinator
UIC..Unit Identification Code
UNIX.......................................A multi-user operating system written by AT&T
UPC...Unit Processing Code
US-2...Unclassified Sensitive - Two
USADAOA ..............................U.S. Army Drug and Alcohol Operations Agency
USAISSC ....US Army Information Systems Software Center
VDT...Video Display Terminal

7   AD HOC QUERY UTILITY USER GUIDE

7.1   GENERAL INFORMATION AND START-UP

7.1.1   Introduction.

The Installation Support Modules use the ANSI-compliant version of Structured Query Language (SQL) provided with the Oracle database management system to perform queries and produce reports.

The standard queries and reports provided with EDMIS are usually sufficient for most needs. However, they may not be sufficient for your particular needs. If that is the case, you can use the "Ad Hoc Query Utility" to create your own queries and reports.

This guide provides instructions on how to use the "Ad Hoc Query Utility". It starts with an overview and interface description. Then a detailed explanation of features, step- by-step procedures, and examples follows.

7.1.2   Overview.

The "Ad Hoc Query Utility" lets you perform two types of queries: basic and advanced. You do not need to know how to use SQL to make a Basic query. You specify the data you want and how you want it to be organized. The "Ad Hoc Query Utility" generates the SQL statements for you. Or if you prefer, you can make an advanced query using your own SQL statements.

This guide provides instructions for the "Ad Hoc Query Utility" only. It does not explain how to write SQL statements. If you want to write your own SQL statements for use in Advanced queries, look at the generated statements from examples and refer to "The Oracle Guide to SQL: Tutorial". Throughout this guide, the "Ad Hoc Query Utility" is referred to as "Ad Hoc Query."

7.1.3   Ad Hoc Query Interface.

The user interface for "Ad Hoc Query" is the same as that for ISM. Refer to Section 8, "User Interface Standards," for a detailed description of the user interface including how to make selections from menus, enter and edit data in forms, and move between fields in a form. "Ad Hoc Query" uses some special function keys, which this guide describes.

7.1.3.1   Menus.

A menu is a screen box containing two or more numbered options. To select one of the options in a menu, use the arrow keys to highlight the option desired and press <Enter>. Or press the number of the option and then press <Enter>.

7.1.3.2   Function Keys.

In "Ad Hoc Query", you press function keys to perform certain operations. Eight labels are displayed, left to right, on the bottom of the screen.   The text in these screen labels indicates what function the corresponding function keys <F1> through <F8> performs at any time. The function and screen label that corresponds to each function key may change during processing.

The screen labels will change accordingly, but you will always find a particular function on the same function key. Table 7-1 lists the most commonly used function keys and their screen labels.

Table 7.1. Function Keys	
FUNCTION KEY	**SCREEN LABEL**
<F1>	HELP
<F2>	CHOICES (MARK)
<F3>	SAVE
<F6>	CANCEL
<F8>	CHG-KEYS

<F1>   Pressing <F1>, when the screen label is 'HELP' displays a help screen with information about the form or menu, you are currently using.

<F2>   Pressing <F2>, when the screen label is 'CHOICES' displays a list of valid choices for the highlighted field. You can select one of the choices from the list by highlighting it and pressing <Enter>. To highlight the choice you want, use the arrow keys or type the first few letters of the desired choice until it is highlighted.

           Pressing <F2> when the screen label is MARK lets you mark several choices you want to select. To do this, first highlight the choice you want, then press <F2> to mark it with a >. To highlight a choice, use the cursor control keys, or type the first few letters of the desired choice until it is highlighted. To unmark a choice, highlight it again then press <F2> again. When you have marked all your choices, press <Enter> to select them.

<F3>   Pressing <F3>, when the screen label is 'SAVE', saves all of the selections you have made on the current screen and displays the next screen. If you press <F3> without having filled-in all the necessary fields, you will not be allowed to continue and a message at the bottom of the screen will indicate the problem.

<F6>   Pressing <F6>, when the screen label is 'CANCEL' exits the current screen and returns you to the previous screen. This operation does not save any input. In most cases, pressing <F6> will return you to the screen or menu immediately preceding the one currently shown. If the current screen happens to be the "Master Menu", then, pressing <F6> will exit you from the application to the UNIX prompt.

<F8>   Pressing <F8>, when the screen label is 'CHG-KEYS' toggles the assignments of the other seven function keys. When you press <F8> new screen labels will appear for these function keys on the rectangles at the bottom of the screen indicating their new functions. To return the function keys to their original assignments, just press <F8> again. Print and View functions are often implemented by pressing <F8> followed by another function key. When you have to access one of these functions, an instructional line at the bottom of the screen will tell you what keys to press.
For example:
F8/F1 = PRINT
This means press <F8>, then press <F1>.

7.1.3.3   Field Prompts.

When the cursor is on an input field, a message will appear, on the bottom left of the screen telling you what action to take or what type of information is required.

7.1.3.4   User Input General Guidelines.

When typing text into a form, just type your input and press <Enter>. All entered text is converted to upper case (except in a few special instances.)

If a CHOICES list is available, the word CHOICES will appear in the screen label for <F2>. Select the choice you want and press <Enter>.

Some fields require input, while input to others is optional. If you do not fill-in a required field, or if you have incorrectly filled-in a required field, an error message will appear.

To move the cursor to the next field, press <Enter> or <Tab>. To move the cursor to the previous field, use the arrow keys or <Shift/Tab>.

When you have finished filling-in a form, press <F3> to continue.

7.1.4   Ad Hoc Query Main Menu.

"Ad Hoc Query" may be reached from any ISM "Master Menu" by selecting the "Peacetime Menu" option. From there, you will find the "Ad Hoc Query" main menu option. Figure 7.1-1 shows the "Ad Hoc Query" main menu. The following sections explain the various options in this menu.

```
Ad Hoc Query (v. 4.01)
>1.  Create a Basic Ad Hoc Query
 2.  Create an Advanced Ad Hoc Query
 3.  Change a Saved Ad Hoc Query
 4.  Delete Ad Hoc Queries
 5.  View/Print Saved Ad Hoc Query Results
 6.  View Saved Ad Hoc Query Statements
```
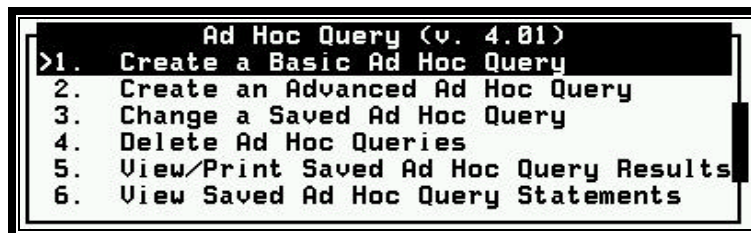
Figure 7.1-1. Ad Hoc Query Menu

7.1.5   Data Base Concepts.

A brief description of how a database table is constructed is presented here with an example to illustrate how to make selections from the database tables. Refer to the DENTRAD Database Design Description (DBDD) Manual for complete descriptions of the 'dentrad' database tables. You can then use "Ad Hoc Query" to design your specific report, armed with the knowledge of how the information is organized.

Records and fields compose a relational database table. These elements are similar to rows and columns in a table of information. Refer to Table 7.2 for a graphical representation of a simple database table.

Table 7-2. Simple Data Base Table					
data base [Table]	**Field 1** [Column 1]	**Field 2** [Column 2]	**Field 3** [Column 3]	**Field 4** [Column 4]	**...** ...
Record 1 [Row 1]	Atwater	14456 Vine	Los Angeles	CA	...
Record 2 [Row 2]	Benson	2345 Oak	Richmond	VA	...

Table 7-2. Simple Data Base Table					
data base [Table]	Field 1 [Column 1]	Field 2 [Column 2]	Field 3 [Column 3]	Field 4 [Column 4]	... ...
Record 3 [Row 3]	Benton	29 T St. NW	Washington	DC	...

In the preceding example of a database table, Field 1's title may be Name and contain the names of people in the database. Field 2's title may be Street, and contain their street addresses. Record 1 could be titled #001, and contain all information relating to a particular person including, as in this example, Name, Street, City, and State.

In "Ad Hoc Query", you select the fields you want to print and any conditions you wish to apply to them (for example names beginning with the letter "A" or the state equal to "CA"). You can select and optionally sort those fields for all records that match the specified conditions and then display or print the results.

A query comprises a specification of what fields are to be selected, in what order and how they are to be sorted along with the conditions that apply to selecting records. With "Ad Hoc Query", queries you create can be named and saved so you can execute them and display or print the results later. You can modify a saved ad hoc query at any time.

7.2   CREATE A BASIC AD HOC QUERY

To create a "Basic Ad Hoc Query", use the procedures described in this section. Select Option #1, "Create a Basic Ad Hoc Query" from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

```
                      Basic Ad Hoc Query
Query Name: *** NEW QUERY ***_____

Type of Query: SELECT ALL_____

Fields: _____

Sort Fields
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____
 Order By: _____  Ascend/Descend: ____

            F3 = SAVE to continue; F6 = CANCEL;
              F8/F5=SET ORDR; F8/F6=SET TBLS;
```

Figure 7.2-1. Basic Ad Hoc Query screen

Later paragraphs describe the function key actions listed at the bottom of the screen.

7.2.1   Fields on the Basic Ad Hoc Query Screen.

This section discusses the screen fields in the order that they appear on the screen.

Field	Description
Query Name:	The "Query Name" is the name that you will use for later reference to the query. Notice that all new queries start with the name "NEW QUERY". When you save the query, you may give it a more specific name. (Refer to paragraph 7.2.5).
Type of Query:	The "Type of Query" specifies the kind of information you wish to select from the database. Note that SELECT ALL is the default value. Press <F2> to get a list of choices. The choices shown in Table 7-3 are available.

Table 7-3. Types of Queries	
VALUE	**OPERATION**
SELECT ALL	Select all records and fields specified. (This is the default).
SELECT UNIQUE	Select unique records only. If multiple record types with duplicate information exist, this selects only one of each unique type. This is useful if you want to list the different kinds of values without printing every value.
SELECT COUNT	Show a count only of records found. (Includes duplicates).
SELECT UNIQUE COUNT	Show a count only of unique columns found. (Does not include duplicates).

Fields:	"Fields" specifies what fields (columns) are to be selected from the overall set of database fields by the query. Press <F2> to get a complete list of available fields and a brief description of each. Then, indicate what fields you want to select by moving the highlight bar to the desired choice and pressing <F2> to mark each desired field for the query. Once you have marked the field choices for your query, press <Enter> to return to the "Basic Ad Hoc Query" screen. If you choose more than one field, an asterisk will appear in the "Fields" field.
	Refer to paragraph 7.3.1.1 for details about more ways to mark fields. Paragraph 7.3.1.2 describes how to set the order that your selected fields appear in the query. Paragraph 7.3.1.3 explains how and when to specify the table to search for a particular selected field.
Order By:	The "Order By" fields ("Sort Fields") allows you to specify how to organize (sort) the results of your query. Entering data into these fields is optional. To organize your report, position the cursor at the first "Order By" field and press <F2> to get a list of the fields you previously selected for your query. Highlight the field you want to sort by first and press <Enter>. To do multi-level sorting, enter more sort fields on subsequent "Order By" lines.

Ascend/Descend: Each "Ascend/Descend" field corresponds to an "Order By" field and specifies the direction of the sort for the "Order By" field. The default is to sort from lowest to highest (ascending). Entering data into these fields is optional.

When you have completed making the "Basic Ad Hoc Query" screen entries, press <F3>. This will display the Basic Ad Hoc Conditions screen.

7.2.2 Fields on the Basic Ad Hoc Conditions Screen.

This screen lets you specify selection conditions for the fields you selected for your query. Entering data into the fields in this screen is optional. Later paragraphs describe the function key actions listed at the bottom of the screen.

```
╔══════════════════════════════════════════════════════════════╗
║              Basic Ad Hoc Query Conditions                   ║
║ Query Name: *** NEW QUERY ***_____               ║
║                                                              ║
║ WHERE                                                        ║
║                                                              ║
║     Field: _____  Condition: _____   ║
║     Value: _____                         ║
║                 And/Or ___                                   ║
║                                                              ║
║     Field: _____  Condition: _____   ║
║     Value: _____                         ║
║                 And/Or ___                                   ║
║                                                              ║
║     Field: _____  Condition: _____   ║
║     Value: _____                         ║
║                 And/Or ___                                   ║
║                                                              ║
║          F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results ║
║      F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement║
║              F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;     ║
╚══════════════════════════════════════════════════════════════╝
```

Figure 7.2-2. Basic Ad Hoc Query Conditions

Field	Description
Field:	Use the "Field" field to specify which field in your query to apply a selection condition to. Pressing <F2> gives you a list of your previously selected fields to choose.
	For example, if you have selected individual name as one of the fields in your query, you may want to print only individual names beginning with the letter "S". To do this, enter the individual name field in this data entry field, then specify the condition in the "Condition" field.
Condition:	"Condition" is the type of condition (such as equal to, like greater than, less than) to apply to a selected field element. Press <F2> to get a list of choices. The operators LIKE and NOT LIKE should be used when the field contains alphanumeric data (such as a name). The operators = and <> (equal and not equal) should be used when the field contains numeric data only. If you don't know the type of a field, assume it is numeric.
	NOTE: As on all CHOICES lists, the currently highlighted option appears with a > on the left side. This might be confusing for this particular list since the = will appear as >= when it is highlighted.

Value:	(Optional field). "Value" is the value to compare the field. This can be a full value such as a name or number, or a partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case is considered greater than upper case (for this reason, the input in this field is not converted to upper case).
	IMPORTANT: "Ad Hoc Query" automatically puts quotes around the value you enter in this field, so you should never put quotes around your "Value".
And/Or:	(Optional field). Use this field only if you are specifying more than one condition. If you want **each** condition to be met, type "A" for "AND" and press <Enter>. If you want **any** condition to be met, type "O" (for "OR") and press <Enter>.
	IMPORTANT: Currently, you cannot group logical conditions using "Basic Ad Hoc Query". This means you cannot combine "AND" and "OR" conditions or specify which conditions are applied first. To do that, you must use "Advanced Ad Hoc Query" instead.

7.2.3   Using the Basic Ad Hoc Query Screen.

Figure 7.2-2 shows the "Basic Ad Hoc Query" Screen. Paragraph 7.3.1.2 describes the SET ORDR function. Paragraph 7.3.1.3 describes the SET TBLS function.

```
┌──────────────────────────────────────────────────────────────┐
│                     Basic Ad Hoc Query                         │
│ Query Name: adhoc_____                   │
│                                                                │
│ Type of Query: SELECT ALL_____                           │
│                                                                │
│ Fields: AAR_FLAG_____       ; ADMINSTRATIVE ADJUSTMENT REPORT FLAG (F= │
│                                                                │
│ Sort Fields                                                    │
│  Order By: AAR_FLAG_____      ; ADMINSTRATIVE ADJ  Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│  Order By: _____    Ascend/Descend: ____│
│                                                                │
│             F3 = SAVE to continue; F6 = CANCEL;                │
│               F8/F5=SET ORDR; F8/F6=SET TBLS;                  │
└──────────────────────────────────────────────────────────────┘
```

Figure 7.2-3. Basic Ad Hoc Query Screen

STEP 1.	**Select Option #1**, "Create a Basic Ad Hoc Query", from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear. Notice that all new queries start with the name "NEW QUERY". When you save the query, you give it a unique name.
	To change the value of the "Type of Query" field, go to STEP 2. If the default value is what you want, go to STEP 3.
STEP 2.	**Check type of query** (required field). Default is "SELECT ALL". If you want to keep this value, go to STEP 3. If you want to change it, move the cursor from the "Fields" input field and press <F2> to list available choices. Select the desired value and press <Enter> to fill-

in the field. Press <Enter> again to move to "Fields".

STEP 3.   **Enter "FIELDS" input** (required field). Press <F2> to list fields.

STEP 4.   **Mark the fields** you want to select. To do this, first highlight the field you want, then press <F2> to mark it with a >. To highlight a field, use the cursor control keys, or type the first few letters of the desired field until it is highlighted. To unmark a field, highlight it again and then press <F2> again. Refer to Paragraph 7.3.1.1 for advanced field marking options.

STEP 5.   **When done marking fields**, press <Enter> to return to the "Basic Ad Hoc Query" screen. If you marked more than one field, an asterisk will appear in the "Fields" input field. Press <Enter> again to go to the first "Order By" field in the "Sort Fields" area.

STEP 6.   **Enter "ORDER BY" input** (optional field). To list valid choices, press <F2> to list the fields you marked in STEP 4. Highlight the field you want to sort by and press <Enter> to place it into the "Order By" field. Press <Enter> again to move the cursor to the corresponding "Ascending/Descending" field.

STEP 7.   **Enter "ASCENDING/DESCENDING" input** (optional field). Type "A" for ascending alpha-numerical order, or "D" for descending alpha-numerical order, then press <Enter>. Ascending is the default value.

STEP 8.   **Enter additional "ORDER BY" input** by repeating STEPS 6 & 7 for each one.

STEP 9.   **When done**, press <F3> to go on to the next screen (Basic Ad Hoc Conditions). Input to this screen is optional.

            To skip Ad Hoc conditions, press <F3> without entering any conditions. This will display the "Save Ad Hoc Query" Screen described in paragraph 7.2.4.

7.2.4   Using the Basic Ad Hoc Query Conditions Screen.

This screen lets you specify conditions for fields you chose for your query. It also provides access to other "Ad Hoc Query" functions as described in Section 3.

```
                    Basic Ad Hoc Query Conditions
Query Name: *** NEW QUERY *** _____

WHERE

     Field: _____    Condition: _____
     Value: _____
                    And/Or ___

     Field: _____    Condition: _____
     Value: _____
                    And/Or ___

     Field: _____    Condition: _____
     Value: _____
                    And/Or ___

            F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results
        F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement
                 F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;
```

STEP 1.   **Specify the field** to apply conditions to. Press <F2> for a list of previously selected fields; highlight field and press <Enter>.

STEP 2.   **Specify the condition** to apply to the field. Press <F2> for a list of valid conditions.

Highlight the desired condition and press <Enter> to accept it. Highlighted options have > next to them, don't confuse it with a condition character.

STEP 3.   **Specify the value** you want to compare the field. Do not use quotes. Press <Enter> to accept it. This can be a full value, such as a name or number, or partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case values are considered greater than upper case values.

STEP 4.   **Specify the AND/OR condition**. Use this field only if you are specifying another condition. If you want <u>each</u> condition to be met, type "A" for "AND" and press <Enter>. If you want <u>any</u> condition to be met, type "O" for "OR" and press <Enter>.

STEP 5.   **Press** <F3> to display the "Save Ad Hoc Query" Screen.

7.2.5   Using the Save Ad Hoc Query Screen.

This screen lets you save a query for later use, rename a query previously saved and optionally, make the query public.

```
┌─────────────────────────────────────────────────────────┐
│                    Save Ad Hoc Query                     │
│ Query Name:  _____            │
│                                                          │
│ Rename This Query?NO                                     │
│ New Name:    _____            │
│                                                          │
│ Comments:                                                │
│              _____    │
│              _____    │
│                                                          │
│ Query saved: 1998/01/02           Make this Query Public? _ │
│              F3 = SAVE to continue; F6 = CANCEL          │
└─────────────────────────────────────────────────────────┘
```
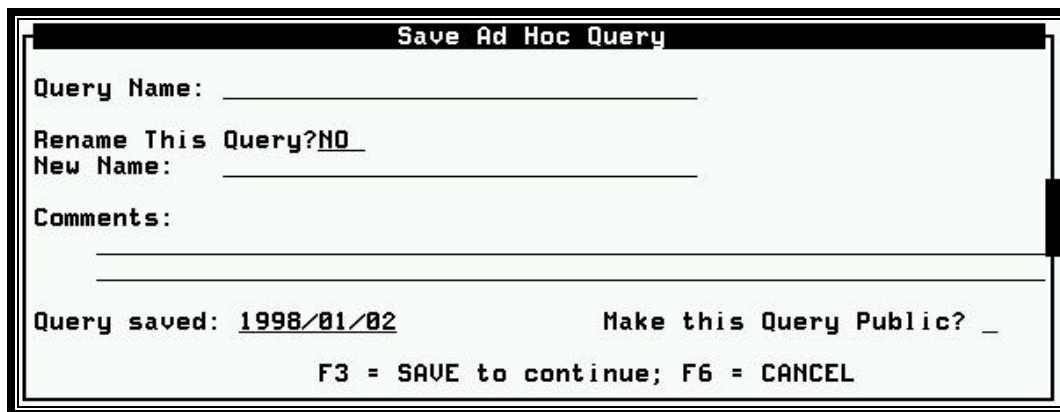
Figure 7.2-4. Save Ad Hoc Query Screen

7.2.5.1   To Enter a New Name.
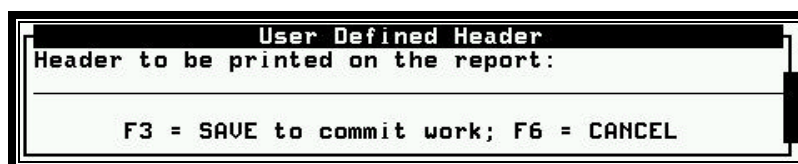
Use this procedure to save a newly created ad hoc query under a unique name.

STEP 1.   **Enter name** for the query on the "Query Name" field and press <Enter>. The name you choose should be unique. The cursor will move to the "Comments" field.

STEP 2.   **Enter any comments**. These comments will appear with the name later in a choices list when browsing saved queries. When done, press <F3>.

STEP 3.   **Enter** <Y> **or** <N> at the "Make this Query Public?" field. If you enter <N>, only you can run or modify the query. If you enter "Y" others will be able to use run and modify the query. You can change this later, if you choose.

STEP 4.   **When done**, press <F3>.

```
┌─────────────────────────────────────────────────┐
│               User Defined Header               │
│ Header to be printed on the report:             │
│ _____   │
│       F3 = SAVE to commit work; F6 = CANCEL     │
└─────────────────────────────────────────────────┘
```

7.2.5.2   To Change the Saved Name of a Query.

Use this procedure to change the name of a query that you have just saved.

STEP 1.   **Answer the "RENAME THIS QUERY?"** field. Default is "No". Press <Y><Enter>. The cursor will move to the "New Name" field.

STEP 2.   **Enter new name** for this query and press <Enter>. The cursor will move to the "Comments" field; add any new comments.

STEP 3.   **Enter any comments**. These comments will appear alongside the query name later when browsing saved queries. When done, press <F3>.

STEP 4.   **Enter <Y> or <N>** at the "Make this Query Public?" field. If you enter <N>, only you can run or modify the query. If you enter <Y> others will be able to use run and modify the query. You can change this later, if you choose.

STEP 5.   **When done**, press <F3>.

7.3   BASIC AD HOC QUERY FUNCTIONS

7.3.1   Functions Accessible from the Basic Query Screen.

While you are creating a basic query, several enhanced functions are available via function keys from the "Basic Ad Hoc Query" Screen. Paragraphs 7.3.1.1 through 7.3.1.3 describe them.

7.3.1.1   Mark Fields for a Basic Query (Advanced).

While marking fields, you can take advantage of advanced marking capabilities provided by "Ad Hoc Query". The following explains these options.

F1 MARK ALL	Mark (select) all items.
F2 MARK	Mark or unmark highlighted item.
F3 MARK UP	Mark all items from the current one to the top of the list.
F4 MARK DOWN	Mark all items from the current one to the bottom of the list.
F5 INTERVAL	Mark a range of items. To perform this option, mark the item at the top of a desired range of items (using <F2>) and mark the item at the bottom of the desired range. Then, press <F5> and all items in the range will be marked.
F6 PATTERN	Mark items that fit a certain pattern. A prompt asks, for a pattern to search. Input into this prompt is case sensitive. To search for a pattern, type in a letter string followed by the * character. For example, type MED* to mark all items that <u>start</u> with MED, or type * MED * to mark all items that <u>contain</u> the letter string MED.
F7 SWAP	Mark all items that are currently unmarked and unmark all items that are currently marked.

Refer to the Section 8, "ISM Standard User Interface" for more details about selecting items from lists and menus.

7.3.1.2   Set the Order of Fields in a Basic Query.

Use the following procedure when creating a "Basic   Ad Hoc Query" to set the order that the selected

fields appear in the results of your query.

STEP 1. **Select the Set Order option** by pressing <F8> followed by <F5>.

STEP 2. **Highlight the field** you want to appear first (by using the arrow keys) and press <Enter>.

STEP 3. **Highlight the field** you want to appear next and press <Enter>.

STEP 4. **Repeat Step 3** until you are satisfied with the order of the data elements.

STEP 5. Press <F8/F3> to save and return to the "Basic Ad Hoc Query" screen.

IMPORTANT: The system will display in a <u>random</u> order the fields for which you do not specify the display order.

7.3.1.3 Setting the Search Tables in a Basic Query.

When the same database field is present in more than one table, "Ad Hoc Query" chooses one of these tables as the default search table. This option is needed to set the search table in those cases when the default search table is not what you intended. This situation would arise in the following example:

You want to create a report of a soldier family member names with the family member's SSN displayed alongside each name. First, you select the fields you want to query - individual name (for name of family member) and individual family member SSN. The problem is that the individual name is present in two different tables: "individual" and "individual association." To generate a query of family member names, the query must search the individual association table but not the individual table. Since Ad Hoc Query by default searches the "individual" table, which contains the soldier's names, you must override the default for this field and set it to search the "individual association" table instead. Use the following procedure when creating a "Basic Ad Hoc Query" to set which database tables to search when selecting fields in your query.

STEP 1. **Press** <F8/F6> to select the Set Tables option. A browse menu containing the fields in your query along with their current search table will appear.

STEP 2. **Highlight the field** whose search table you wish to change (using the arrow keys) and press <Enter>. A CHOICES menu consisting of the possible search tables will appear.

STEP 3. **Highlight the desired search table** (using the arrow keys) and press <Enter>. You will return to the browse menu in STEP 2.

STEP 4. **Repeat Steps 2 and 3**, until you have specified the desired search tables for your query fields.

STEP 5. **Press** <F8/F3> to save and return to the "Basic Ad Hoc Query" screen.

7.3.2 Functions Accessible from the Conditions Screen.

After you have created a basic query, several functions are available via function keys from the "Basic Ad Hoc Query Conditions" Screen. Paragraphs 7.3.2.1 through 7.3.2.6 describe them.

7.3.2.1 Print Ad Hoc Query Results.

To print the report to a printer--

STEP 1. **Press** <F8/F1>. A User defined header screen will appear.

STEP 2. **Enter a title** to put on the query results and press <F3>. A message [Generating Report ...] will appear followed by the Print Destination Screen.

STEP 3. Specify the number of copies you want, the printer class, and printer name. Press <F2> for lists of valid printer classes and names.

STEP 4. **When done**, press <F3> to print or <F6> to return to the "Basic Ad Hoc Query" screen.

7.3.2.2   View Ad Hoc Query Results.

To display the results of your query--

STEP 1. **Press** <F8/F2>. As your query is being performed and the results compiled, a [Generating Report ...] message will appear.

STEP 2. **Move to the next page** of the report, once it appears, by pressing <Enter>.

IMPORTANT: Report-viewing is done via a file-browsing utility that lets you do things like search for patterns and move backward and forward through the report. If you are comfortable moving through files, use the browse commands. Press <h/Enter> to display a list of these commands.

STEP 3. **Press** <q/Enter> to exit the display and return to the previous screen.

7.3.2.3   View Ad Hoc Query Statements.

To view the SQL statements of the current "Ad Hoc Query", press <F8/F3>. This lets you see the SQL statements that are generated by "Basic Ad Hoc Query". You can use this information to learn how SQL is used and can copy SQL code for use with "Advanced Ad Hoc Query".

7.3.2.4   Return to Basic Ad Hoc Query Screen.

To return to the "Basic Ad Hoc Query" Screen, press <F8/F4>. You can then make further modifications to the query.

7.3.2.5   Scroll Query Conditions Up.

To scroll the current display of query conditions up toward the beginning, press <F8/F5>.

7.3.2.6   Scroll Query Conditions Down.

To scroll the current display of query conditions down toward the end, press <F8/F6>.

7.4   OTHER AD HOC QUERY OPTIONS

You can access the functions described in this section from the "Ad Hoc Query" main menu. To create a "Basic Ad Hoc Query", refer to Section 7.3.

7.4.1   Create an Advanced Ad Hoc Query.

To use "Advanced Ad Hoc Query", press <2><Enter>. The "Advanced Ad Hoc Query" screen will appear.

Figure 7.4-1. Advanced Ad Hoc Query

This screen functions similarly to the "Basic Ad Hoc Query" Screen. No help is available and you must write your own SQL statements.

> **To print** your advanced query, press <F8/F1>.

> **To view** your advanced query, press <F8/F2>.

> **To scroll up** your advanced query, press <F8/F6>.

> **To scroll down** your advanced query, press <F8/F5>.

7.4.2   Change a Saved Ad Hoc Query.

To change a query you have already saved, press <3/Enter>. A list of all saved queries will appear on-screen.

Highlight the query you want to edit and press <Enter>. The appropriate "Ad Hoc Query" Screen (Basic or Advanced) appears with the query already filled in. Make any changes you wish.

7.4.3   Delete Ad Hoc Queries.

Use this procedure to delete a saved query.

STEP 1.   **List saved queries** by pressing <4/Enter>. A list of all saved queries appears on-screen.

```
                          Delete Ad Hoc Queries
           Query Name                Query Type User Id
  query                               Public    bellamym


  query2                              Public    bellamym


  test                                Public    bellamym


  test query 1                        Public    bellamym
       This query joins 2 tables ssn's.

  Count Individual Transfer out  Public    cif
       This query will count the National stock number for all LTO
       and the count is the quantity of items(NSN).
  Date range for D/X totals      Private   cif
       D/X currently as of 11/26/96 does not keep track of single

F2 = MARK to select; RETURN to commit; F6 = CANCEL
```

Figure 7.4-2. Delete Ad Hoc Queries

STEP 2. **Mark the queries** you want to delete.

STEP 3. **Press** <Enter>. A screen will appear asking if you are sure you want to delete the marked item(s).

```
                    Delete A Saved Query
  Item(s) selected will be permanently removed from the database

         Do you wish to delete the item(s) selected?  _

             F3 = SAVE to commit work; F6 = CANCEL
```

STEP 4. **Press** <Y> in response to the prompt and press <F3>. The marked item(s) will be deleted.

7.4.4   View/Print Saved Ad Hoc Query Results.

Use this procedure to view or print a query you have already saved.

STEP 1. **Display** the View/Print Saved Ad Hoc Query Results screen by pressing <5/Enter>.

```
           View/Print Saved Ad Hoc Query Results
   Query Name: _____
     F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```

Figure 7.4-3. View/Print Saved Ad Hoc Query Results

STEP 2. **Enter the name** of the saved query you want to view, or print, or press <F2> for a list; highlight the one you want to run, and press <Enter>. This will insert the name into the "Query Name" field.
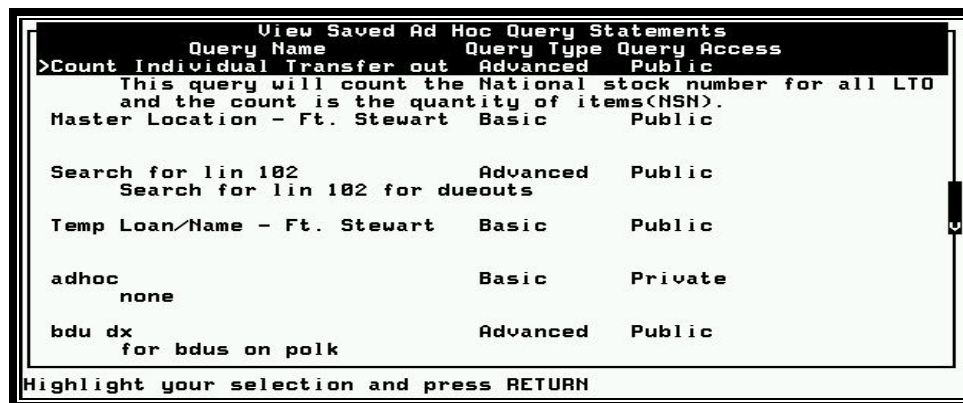
STEP 3. **To view the query**, press <F8/F2>. Refer to paragraph 7.3.2.2 for information about viewing a query.

STEP 4. **To print the query**, press <F8/F1>. Refer to paragraph 7.3.2.1 for information about printing a query.

7.4.5   View Saved Ad Hoc Query Statements.

Use this procedure to view the SQL statements of a saved "Ad Hoc Query". This option lets you see the SQL statements that result from automatic generation of your saved SQL query. You can use this information to learn how SQL is used and to copy SQL code for use with "Advanced Ad Hoc Query".

STEP 1.   **List saved queries** by pressing <6/Enter>. A box listing the saved ad hoc queries will appear.

```
              View Saved Ad Hoc Query Statements
              Query Name          Query Type Query Access
>Count Individual Transfer out  Advanced   Public
         This query will count the National stock number for all LTO
         and the count is the quantity of items(NSN).
Master Location - Ft. Stewart   Basic      Public


Search for lin 102             Advanced   Public
     Search for lin 102 for dueouts

Temp Loan/Name - Ft. Stewart   Basic      Public


adhoc                          Basic      Private
     none

bdu dx                         Advanced   Public
     for bdus on polk

Highlight your selection and press RETURN
```

Figure 7.4-4. View Saved Ad Hoc Query Statements

STEP 2.   **Highlight the query** name you want to view and press <Enter>. The SQL statements will appear on-screen.

STEP 3.   **When done viewing**, type <q/Enter> to return to the "Ad Hoc Query" menu.

7.5   AD HOC QUERY SAMPLES

This section demonstrates how to make some sample reports using "Basic Ad Hoc Query". This is not intended to be an extensive tutorial. You are urged to substitute any fields you want for the ones shown in the examples. In so doing, you will find how easy it is to create ad hoc queries. Remember that the database is not altered in any way when you create or run an ad hoc query.

7.5.1   Creating and Manipulating Simple Reports.

7.5.1.1   Create a Simple Report.

Use the following procedure to create a simple report that contains three columns of data, sorted by the data in the first column.

STEP 1.   **Select Option #1**, "Create a Basic Ad Hoc Query", from the "Ad Hoc Query" main menu. The "Basic Ad Hoc Query" screen will appear.

STEP 2.   **Enter "FIELDS" input** (required field). Press <F2> to list fields.

STEP 3.   **Mark the fields** shown below. To do this, first highlight the field, then press <F2> to mark it.

                BIRTH_DT   IND_SSN   RANK
                If one of the fields shown above is not in your field list, mark some other similar field.

STEP 4.   **When done marking fields**, press <Enter> to return to the "Basic Ad Hoc Query" screen. An asterisk will appear in the "Fields" input field. Press <Enter> again to go to the first

"Order By" field in the Sort Fields area.

STEP 5.   **Enter "ORDER BY" input**. Enter the BIRTH_DT field here. Press <Enter> again to move the cursor to the "Ascending/Descending" field.

STEP 6.   **Enter "ASCENDING/DESCENDING" input**. Type "A" for ascending order, then press <Enter>.

STEP 7.   **When done**, press <F8/F2> to generate a report for screen viewing.

        RESULTS: Notice that the dates are in ascending order, as you specified.

        NOTES:
1.   The columns are output in apparently random order because you did not use the SET ORDR option (paragraph 7.3.1.2) to set the order of the fields in the output columns.
2.   If information was not displayed in your report, it is probably because no data existed that matched your query. Recheck your query carefully if you think this is an error.

STEP 8.   **When finished reviewing** the report, press <F3> to go to the "Save Ad Hoc Query" Screen. Then save it, as described in paragraph B.2.5 and return to the "Ad Hoc Query Conditions" screen.

7.5.1.2   Select a Range of Values for Dates.

Use the following procedure to select a range of values for the report you created in paragraph 7.5.1.1. This example will list only those with dates between 1 January 1960 and 1 January 1963.

STEP 1.   **Enter "FIELD" data**. Type "BIRTH_DT" <Enter>. (Or, press <F2> to list the fields and select BIRTH_DT.)

STEP 2.   **Enter condition**. Type ">" and press <Enter>. Or, press <F2> for a list of operators, move the highlight to "> greater than", and press <Enter>.

STEP 3.   **Enter "VALUE" data**. To list the dates after 1 January 1960, type 19600101 and press <Enter>.

STEP 4.   **Enter AND/OR data**. Press <a><Enter> to populate this field with "AND."

STEP 5.   **Enter "FIELD" data**. Enter "BIRTH_DT" as you did in STEP 3.

STEP 6.   **Enter condition**. Type "<" and press <Enter>.

STEP 7.   **Enter "VALUE" data**. To list the dates before 1 January 1963, type 19630101 and press <Enter>.

STEP 8.   **Press <F8/F2> to generate your report for viewing on-screen.**

        RESULTS. When the report appears, notice that the first column of data contains the "BIRTH_DT" values.

Unlike the previous report, which showed every value, the dates shown range between the dates that you entered. This is because you placed conditions on the query using the "Basic Ad Hoc Query" Conditions screen.

7.5.1.3   Select a Range of Values for Names.

The procedure given in paragraph B.5.1.2 shows how to place conditions on the output so you can control more precisely, what information is reported. Here are two other examples that use conditions to specify various ranges of values.

7.5.1.4   Search for Names by First Letter.

This procedure is based on the sample report shown in paragraph 7.5.1.2. This sample lists all values in the LASTNAME field that begin with the letter S.

STEP 1.   **Enter "**FIELDS**" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press <F2>).

STEP 2.   **Enter "**ORDER BY**" value**. Place "LASTNAME" into the first "Order By" input field, and press <Enter>. Choose "Ascending".

STEP 3.   **Press** <F3> to display the Basic Ad Hoc Conditions screen.

STEP 4.   **Enter values**. In "Field 1" enter "LASTNAME". In the "Condition" field, enter "LIKE". In the "Value" field, enter "S%". The "%" is a special "wildcard" character that matches any number of characters.

STEP 5.   **Press** <F8/F2> to generate and display the report.

7.5.1.5   Search for Names with Alternate Spellings.

This query searches for all LASTNAME values that are spelled a certain way ("Anderson" or "Andersen", in this case).

STEP 1.   **Enter "**FIELDS**" data** in the "Basic Ad Hoc Query" screen. Use "LASTNAME" as the "Fields" input. (To unmark any marked field, highlight it and press <F2>).

STEP 2.   **Enter "**ORDER BY**" value**. Place "LASTNAME" into the first "Order By" input field, and press <Enter>. Choose "Ascending".

STEP 3.   **Press** <F3> to display the Basic Ad Hoc Conditions screen.

STEP 4.   **Enter values**. In "Field 1" enter "LASTNAME".   In the "Condition" field, enter "LIKE". In the "Value" field, enter "ANDERS_N". The "_" is special wildcard character that matches any one character.

STEP 5.   **Press** <F8/F2> to generate and display the report.

8   ISM USER INTERFACE STANDARDS

The ISM applications have been designed and written to be consistent in the way in which they are accessed and used. The method of use or 'interface' with the ISM was designed using the Extended Terminal Interface Prototype (ETIP). This development tool has made the use of the applications standard throughout each ISM. A standard interface provides the user with consistency, on-line help, menus, function keys, and prompts to assist the user at each step throughout the application. The interface standard is easy to use if learned once for an application, the learning process for additional applications will be minimal.

8.1   SCREEN LABELED FUNCTION KEYS (SLK)

Notice the indication of eight (8) keys at the bottom of the terminal screen. These eight (8) keys, the Screen Labeled Function Keys (SLK), correspond to the F1 through F8 function keys on the keyboard. They will always appear at the bottom of the screen as long as the terminal being used supports function key labeling. (If the terminal being used does not support function key labeling, then the space at the bottom of the display will be used.) In place of the actual key label, the system will show a word(s) to indicate the current options available and what action you will take when you press that key.

There are two sets of SLK. The first set contains the functions used most commonly while in an ISM application.

Figure 8.1-1. Screen Labeled Function Keys (I)

This is the set of SLK displayed when first entering an ISM. The functions available via these SLK are:

F1 HELP	display HELP
F2 PREVPAGE	display previous page of current text
F3 NEXTPAGE	display next page of current text
F6 CANCEL	Cancel the operation and return to previous screen
F7 CMD-MENU	not active in ISM applications
F8 CHG-KEYS	switch to second set of SLK

All SLK options always occur on the same key. For example, CANCEL will always appear on the F6 key. Other commands that may appear on the first set of SLK include:

F1 PRINT	Print the requested report
F2 VIEW	View the requested report
F2 CHOICES	Access a selection list of possible choices. Use this for selecting and inserting a value into a field when filling out a form.
F3 SAVE	Proceed with operation. The exact meaning of this option is always spelled out on the screen. In general, this is used to indicate that the pending operation is to be performed or in case of forms that the data entered should be processed.

Pressing the SLK labeled CHG-KEYS will display a second set of SLK. Pressing CHG-KEYS repeatedly will toggle between the first and second set of SLK.

Figure 8.1-2. Screen Labeled Function Keys (II)

The functions available via these SLK are:

    F7 FRM-MGMT   Access the Frame Management Menu

    F8 CHG-KEYS Toggle between first and second set of SLK

Other commands that may appear on the second set of SLK include:

    F1 PRINT   Print the requested report

    F2 VIEW   View the requested report

    F3 XMIT   Transmit the requested report

The Frame Management Menu is accessible at all times and provides the following options:

Table 8-1. Frame Management Menu Options	
OPTION	**DESCRIPTION**
list	List the open frames. Displays a list by name of all the frames currently displayed on the screen. If a frame is selected from this list, the selected frame becomes the active frame.
move	Move the active frame. Allows you to relocate the active frame to another position on the display. This adjustment of position is temporary and only effects the current frame.
reshape	Reshape the active frame. This allows you to change the length or width of the current frame within certain limits. This adjustment of shape is temporary and only effects the current frame.
refresh	Refresh the display. This option is useful when the display becomes garbled for any reason.
Color Attributes	Set Color Attributes. This option displays a form that allows you to select and set your color preferences for various aspects of the display. These settings are permanent but can be changed at a later time.

The SLK will help you make selections, process form entries, and access additional information needed to complete forms for processing.

8.2   HELP

Help is always available by pressing the SLK labeled HELP. HELP consists of one or more full screen text boxes that contain background, explanatory and "how to" information. The Help text displayed when you press the Help SLK will depend on where you are in the application that you are using. For example:

The 'HELP' displayed, while you are at the starting point, i.e., the "Master Menu", will contain general information about the ISM and specific information about the menu selection that you have highlighted at the time you have pressed the HELP SLK.
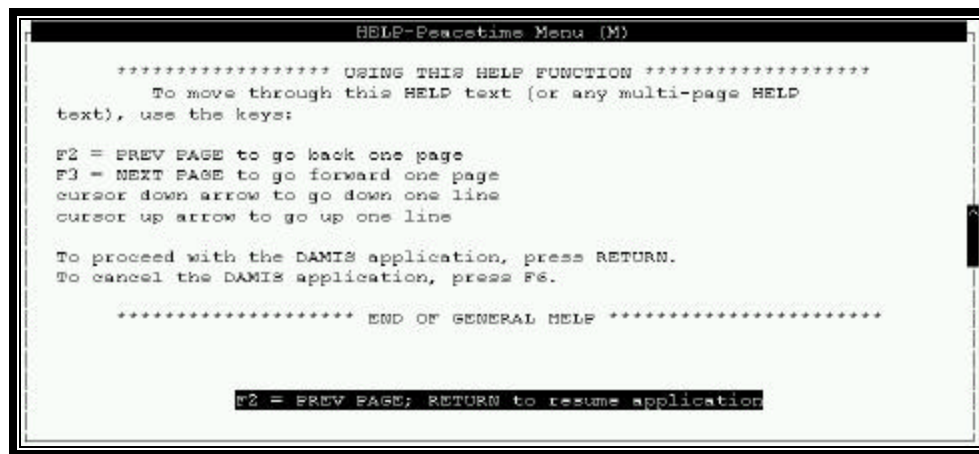
Figure 8.2-1. HELP Screen

The HELP displayed while a form is on the screen will contain an explanation of the overall form and often will show detailed instructions regarding each field in the form. Each 'HELP' screen will have additional instructions at the bottom of each screen indicating any further actions that can be taken while using HELP. You can see the examples of this in accessing the HELP when the initial ISM "Welcome to" screen appears upon logging on to your system.

Notice the highlighted instructions and the corresponding SLK for moving around in the HELP text. The shaded scrollbar on the right hand border of the screen will indicate with small vertical arrows if there is text before or after the current page.

Please note that you can accomplish the access to the ISM applications through different methods. These instructions are based on the use of the AT&T 605 terminal. If you are using another type of terminal or terminal emulation software to access the ISM applications, you may not be able to use the SLK as mentioned. In such cases, you may have to use Alternative Keystrokes. This table should help, if not, see your System Administrator.

Table 8.2. Alternate Keystrokes		
Keys	**Alternative Keystrokes**	**Function**
F1 through F8	Control-F 1 through Control-F 8	Screen Labeled Keys
Beg	Control-B	Display the first page
End	Control-E	Display the last page
Down Arrow or Scroll Down	Control-D or Control-F D	Scroll the display down by one quarter of a page
Up Arrow or Scroll Up	Control-U or Control-F U	Scroll the display up by one quarter of a page
Page Up	Control-V	Scroll up a page
Page Down	Control-W	Scroll down a page

8.3   MENUS

Menus are another feature of the standard user interface. Menus are shown and choices are made from these menus to move around in the application. Menu selections do not have to be accessed in the order that they appear. There are several ways to move through a menu and each menu that appears will have

simple instructions to follow that will appear at the bottom of the screen.

One way to move through a menu is to use the UP and DOWN ARROW keys. Using these keys you can move the highlighted bar up and down the menu. Pressing the DOWN ARROW while at the last selection in the menu will result in the highlight bar moving to the first menu selection. The reverse is true for using the UP ARROW while the highlight bar is at the first choice.

Additionally, you can access the menu items by typing in the key corresponding to the first character (usually a number) in the line that contains the choice. For example, when a menu appears on the screen, the highlight bar usually appears at the first choice. If you want to select the eighth (8th) item in the menu, press the 8 key on the keyboard. The highlight bar will move directly to that item. If you move the highlight bar in this manner, and decide not to make that particular selection, you must use the UP and DOWN ARROW keys to move the highlight bar further.

Another type of menu that the ISM applications will have, is the CHOICE menu. These choices are not always numbered and they often contain text on each line. When these menus are displayed, the first character access method can be used with the added feature of being able to continue typing in characters until a specific match has been found. The terminal will beep if there are no other matches to the character sequence that has been entered.

You can access menus by additional methods, depending upon the type of menu that appears. You may use the Alternative Keystrokes.

Table 8-3. Alternative Keystrokes for Menus		
Keys	**Alternative Keystrokes**	**Function**
Next	Control-N	Move the next item
Prev	Control-P	Move to the previous item
Down Arrow	Control-D	Move down
Up Arrow	Control-U	Move Up
Beg or Home	Control-F B or Control B	Move to the first item
End or Home Down	Control-F E or Control E	Move to the last item

8.4   FORMS

Forms are another feature of the standard user interface. Forms are displayed and data entered into and displayed from the application using the various field of the form. A form may consist of a single screen or may consist of a number of screens. The data entered into the fields in a form does not update the application until you press the <F3 SAVE> key at the completion of the form. Then the system updates all the fields at once. The fields in a form do not have to be accessed in order. There are several ways to move between the fields in a form and each form that appears will have simple instructions to follow that will appear at the bottom of the screen. You may use the Alternative Keystrokes.

Table 8-4. Alternative Keystrokes for Selecting Fields		
Keys	**Alternative Keystrokes**	**Function**
NEXT or TAB	Control-N or Control-I	Move to the next field

Table 8-4. Alternative Keystrokes for Selecting Fields		
Keys	**Alternative Keystrokes**	**Function**
PREV or SHIFT-TAB	Control-P or Control-T	Move to the previous field
BEG	Control-B	Move to the first field
END	Control-E	Move to the last field
Down Arrow	Control-D	Move down to the next field
Up Arrow	Control-U	Move up to the previous field

You may be able to edit the data entered into the field. The application edits some fields automatically. For example, the system may convert the data to upper case after you have entered in lower case. The system checks the date and numeric format fields for their validity.

If a list of valid choices to enter in to a field is available, pressing the SLK labeled CHOICES will cause a sub-menu to appear. Highlighting the desired entry and pressing <Enter> will cause the selected entry to be entered into the field. You may edit a data within a field using Alternative Keystrokes.

Table 8-5. Alternative Keystrokes for Editing Fields		
Keys	**Alternative Keystrokes**	**Function**
Left Arrow	Control-L	Move left within the current field
Right Arrow	Control-R	move right within the current field
SHIFT-Left Arrow	Control-F P	Move to the previous word in the current field
SHIFT-Right Arrow	Control-F N	Move to the next word in the current field
HOME	Control-F B	Move to the beginning of the current field
HOME DOWN	Control-F E	Move to the end of the current field
Del or Del Char	Control-X	Delete character at cursor
Del Line	Control-K	Delete line at cursor
SHIFT-Del	Control-F W	Delete word at the cursor
Clear EOL	Control-F Y	Clear to the end of line
Back Space	Control-H	Delete the character before the cursor
Clear or SHIFT-Clear Line	Control-Y	Clear the entire field
Opts	Control-F O	Display choices menu
ESC	Control-[	Toggle between insert and overwrite modes

8.5   PROMPTS:

Many screens and forms throughout the ISM application will contain brief messages to the user. These messages, displayed at the bottom of the screen, are **prompts** indicating what is expected in the way of keyboard action. Most commonly, when a menu appears, you will see:

<p align="center">Highlight your selection and press RETURN</p>

You are to make a choice by moving the highlight bar to a menu item and select it by pressing the <Enter>

key.

When a form appears, a prompt will appear at the bottom of the screen indicating what kind of information you are to enter in respective to the field where the blinking cursor appears.

8.6   DATES

Date fields have the format YYYY/MM/DD. You do not require the '/' separator and you may omit the leading century. If you enter the '/' separator, you may omit leading zeros. For example, to enter the date of July fourth 1992, you may type 1992/07/04, 19920704, 920704, 92/07/04, or 92/7/4. In each case the date will appear in the standard format. You may use any nonnumeric character instead of '/' as a separator when entering dates. For example, when using the numeric keypad to enter dates, you can use the "dot" (".") character instead of '/'. The entry "today" in any date field will populate that field with the current date.